IT002	Social Media Guidelines Policy
Purpose	To protect staff members (and the School) in their use of social media
Authority	Fair Work Act 2009 Privacy Act 1988 Telecommunications (Interception and Access) Act 1979 Copyright Act 1968 Telecommunications Act 1997 Criminal Code Amendment (Digital Agenda) Act 2000 Copyright Amendment (Moral Rights) Act 2000 School Education Act 1999 School Education Regulations 2000
Policy	Staff members will take care to act in the School's best interests when accessing social media channels.
Delegation	Principal
Related Policies	Usage of Information and Communication Technology (ICT) (IT001)
Date approved	August 2012; August 2014; August 2017; April 2019
Next Review Due	July 2023
Review Authority	Management
Keywords	Social media channels
Authorised by:	
Date:	
Author/Reviewer:	Jolanda Mulder – October 2018

IT002 | Social Media Guidelines Procedure

This policy applies to all staff members employed by the school and all persons who work at or with the school in a casual or voluntary capacity (hereafter referred to/included as a staff member).

The ever-changing and inherently public nature of online communication presents a range of challenges in safeguarding the School community, its staff, and most importantly, the safety and security of the School's students.

The School recognises that staff members may use social media channels outside school hours in a private capacity; however, such use can still have a negative impact upon the School and the School wishes to ensure that staff members take great care to avoid this by acting in the School's best interests when online at all times; either on school or private devices.

What are social media channels?

There are various forms of social media channels and there are always new forms of social media being developed.

These channels offer individuals the opportunity to connect with people, create and share information and ideas and develop relationships through online communities and networks. A very broad definition is: all communication which takes place via any electronic device.

Procedures and Rules

- Portray a Christian lifestyle in word and images
- Uphold the School and the neighbour's honour and reputation
- Respect the privacy of the School and those connected to the School, including staff and students. Do not post images of school staff or students on social media.
- Refrain from sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene in nature
- Do not invite students into your personal social networking site or accept an invitation to theirs, nor use social networking sites to email or contact students
- Do not disclose official information about the School unless authorised to do so or unless it is already in the public domain
- The School has the right to and may monitor staff use of the Internet, email and social media at any time

Inappropriate use of social media

This includes but is not limited to:

- Conducting private business during school hours
- Using discriminatory, defamatory, abusive or otherwise objectionable language or content
- Accessing, downloading, or transmitting any kind of sexually explicit material or violent images
- Accessing, downloading or transmitting any material deemed to be illegal under WA or Australian Commonwealth law
- Disrupting the integrity of the School's data or information services

Breach of this policy may result in disciplinary action being taken against the staff member. Disciplinary action may include limitation or removal of access to School Systems or termination of employment.