



ST MICHAEL'S SOCIAL MEDIA ACCEPTABLE USE GUIDELINES

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PURPOSE

St. Michael's School, Bassendean believes that social media and networking can help support positive relationships and communication within the school community. School community members already communicate online – families, students, staff and the wider community. St Michael's Social Media Acceptable Use Guidelines are applicable to: families, school staff, students and community members.

These guidelines should be read in conjunction with the following:

- [CEWA's Code of Conduct Statements](#),
- [St Michael's School Code of Conduct](#),
- [CEWA's Privacy Executive Directive](#),
- [CEWA's Student Safety, Wellbeing and Behaviour Policy](#),
- [CEWA's Dispute and Complaints Resolution Policy](#),
- [St Michael's School Values](#),
- St Michael's Staff Handbook, and,
- St Michael's Parent Handbook.

RATIONALE

St. Michael's School is committed to providing staff and students with the best possible information and communication technologies so they can access a wide range of educational resources and learning tools. At this time, by choosing not to create an official presence on social media platforms, the school is able to limit the use of its image online to our existing online and paper communications outlined below.

The school values open and collaborative communication with parents and the wider community and strives to provide a variety of means for effective communication via;

- The school newsletter
- The school website
- Parent emails
- Parent SMS
- Student learning journals via Seesaw
- Face-to-face parent-teacher formal interviews
- Face-to-face parent-teacher informal meetings
- School assemblies
- School events and celebrations
- School Advisory Council and P&F meetings

DEFINITIONS

1. Definition of social networking platforms:

These guidelines include acceptable use conditions for any possible future use of social media, including but not limited to platforms such as Facebook, Instagram, Twitter, Google+, Yammer and LinkedIn etc. These guidelines relate to personal use by staff, students and community members.

2. Definition of the types of behaviour expected when social networking:

All behaviour when participating in social networking should reflect the school values and be in keeping with the School Code of Conduct. Respect for self and others, and reflection of Gospel Values, which underpin our motto and philosophy at St. Michael's School, should be upheld at all times.

3. Definition of defamation

Defamation is a written or verbal statement that tends to lower another person's reputation in the eyes of ordinary members of the community, or leads people to ridicule, avoid or despise the person, or injures the

person's reputation in business, trade or profession. There are a number of defences available against a claim of defamation including that the statement is true, or an honest opinion on a matter of public interest.

It is important that members of our school community share common understandings about digital citizenship pro-social behaviours on social networks.

RIGHTS & RESPONSIBILITIES

It is the responsibility of the whole school community to encourage positive online behaviours when using social networks. St. Michael's School believes in the personal rights and responsibilities of all members who use social networking sites.

1. Rights

- All individuals in St. Michael's School community are to be free from all forms of bullying including cyberbullying;
- All students, staff, families and the wider school community are entitled to be respected including in the online environment; and
- Parents have the right for images of their child/ren not to be posted on social media without their permission.

2. Responsibilities

Students, staff and families have a shared responsibility to:

- Promote positive online relationships that respect individual differences;
- Acknowledge their responsibility as role models of positive and respectful online behaviours;
- Be familiar with the school's Acceptable Use of Social Networking Guidelines and procedures;
- Respect the privacy of individuals; and
- Refrain from posting images of other children on social media.

REPORTING SOCIAL NETWORKING MISUSE

Process for complaints:

- Members of the school community may report misuses of social networking by notifying the Principal in writing;
- Misuse will be documented and investigated to determine the severity of the behaviour;
- Inappropriate posts will be removed from social networks and offenders may be blocked from School social media platforms;
- Disciplinary action may take place if the complaint clearly breaches School and CEWA policies, directives, guidelines or procedures such as the School Code of Conduct; and
- Police action may be required depending on the level of severity of the behaviour.

Contact points for staff, students and parents:

- The Principal and school administration staff are the contact point for reporting misuse; and
- Any screenshots of misuse should be sent to: principal@stmichaelsbass.wa.edu.au

STAYING SAFE ONLINE – CODE OF CONDUCT

- The use of social media in the classroom must always have an educationally valid context;
- Staff communicating with current students using personal email accounts and being "friends" with current students on social networking sites is unacceptable behaviour and against the School Code of Conduct;
- Personal social networks must not be viewed by the teacher when the students are in the classroom;
- Teachers must not have access to students' personal social networks;
- Staff accessing personal social networks must be done in their own time and in areas away from student viewing;
- The online presence of all individuals on social media platforms reflects on the school;
- Professional contact between staff/parents/students should not be made through social networking platforms;
- For queries directly related to school-work or classroom-related topics, correspondence with an individual teacher should be through their school email address or via Seesaw/Teams;
- Complaints or grievances raised regarding social media platforms should always be addressed through the School Principal, as outlined in the CEWA Dispute and Complaint Resolution Policy;

- General complaints or grievances should not be raised on social media. This constitutes misuse and may also constitute defamation. Complaints or grievances should be addressed with the other person/s directly involved;
- Staff members have the same rights in terms of harassment that students and parents have, and staff members can access the same processes outlined in the Dispute and Complaint Resolution Policy;
- Staff and parents must not post images of other people's children on social media without written parental permission; and
- Social networking platforms using the School name can be deemed by the wider community to be an official communication by the school. As such, staff and parents must not create social media groups such as Facebook pages using the School's name or logo.