



St Joseph's Catholic Primary School Wandal Social Media Guidelines

Approved: [2015] | For Review [2021]

Policy Statement

Social Media Guidelines

Description

Rationale

The purpose of this document is to encourage acceptable use of social media by the St Joseph's Wandal school community. The intent here is to assist users to choose appropriate online practices. The aim is to provide guidance to ensure appropriate use of social media and to reduce instances of:

- Harassment, bullying and or discrimination;
- Inappropriate/offensive comments;
- Privacy Breaches;

It is the school's recommendation that parents familiarise themselves with the ICT Code of Conduct and participate online in a respectful, relevant way that demonstrates the school's values and ethos.

Due to the considerable additional time and responsibility required of staff to manage and monitor the school's social media platform, as of November 2015 the only approved school social media page will be the official St Joseph's Wandal Facebook page. Year level Facebook pages will no

longer be encouraged, supported or monitored. Any use of the school's logo, name, communications (i.e. copies of newsletter, teacher notes etc.) or image are not to be used without the written permission of the school Principal or delegate.

Any social media platforms used by St Joseph's Wandal will only act as supplementary communication mediums. The primary communication tool will remain the school newsletter which is accessible via the school App and school website.

School-Parent Communication tools

The following tools are available for communication with the school community:

- School Newsletters and eNewsletters
- St Joseph's' Wandal School App
- Google Sites – Class pages and Parent pages
- TASS Parent Lounge
- Email

St Joseph's Wandal Facebook Page:

Only the school community can join and make comments. At least two school staff will act as Administrators and will devote time to moderate parent comments **before** posting.

Moderation of interactive Facebook sites by school staff is essential as comments can be posted by others that create issues around privacy, copyright and inappropriate or defamatory material.

The current requirements by the Diocesan Catholic Education Office include:

- The relevant Assistant Director: Schools is notified of the School's chosen model, purpose and current Facebook Administrator
- The Facebook site is kept up to date and monitored regularly
- The Facebook terms and conditions are followed including the minimum age requirements
- **Members of the parent group who do not follow the Terms and Conditions and the ICT Code of Practice will be deleted.**
- School staff are not encouraged to accept parent friend requests.

St Joseph's Wandal's use of Social Media, and its response to activities on Social Media, is always governed by the following key documents in the first instance:

- School Values
- Staff Handbook
- Parent/Student Handbook
- Privacy Policy
- ICT Code of Practice
- Catholic Education Diocese of Rockhampton Social Media Framework
- Student Protection Protocols and Policies