



**MAMRE ANGLICAN SCHOOL**

**SOCIAL NETWORKING POLICY**

*Reviewed 2019*

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# Contents

<b>1. Introduction to this Policy</b> .....	<b>1</b>
<b>2. Use of Social Media as part of your role</b> .....	<b>2</b>
<b>3. Personal use of Social Media</b> .....	<b>2</b>
<b>4. General</b> .....	<b>4</b>

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This policy is to be provided to employees

## **1. Introduction to this Policy**

### **1.1. Accessing social network sites on School Systems**

As outlined in the Information Technology, Computer, Telephone and Equipment Code of Use, you are not permitted to use social networking sites on School Systems<sup>1</sup> unless you have been specifically authorised to do so by the Principal.

If you have been authorised to access Social Media using School Systems the Code will apply to any such access. In particular any use of Social Media on School Systems will be subject to the logging and monitoring referred to in section 4 of the Code. You should not have any expectations of privacy for any actions performed on Social Media sites using School Systems.

### **1.2. Application**

This Policy applies to employees and contractors when they participate in social networking sites whether during work hours or outside of work hours on their own computers or other electronic communication technologies or on School Systems if they have been authorised to do so.

This Policy covers all current and future social media platforms. These platforms currently include, but are not limited to:

- a) **Social networking sites:** Facebook, MySpace, SnapChat, Foursquare, LinkedIn, Instagram, Whats App, Bebo and Friendster;
- b) **Video and photo sharing websites:** Flickr and YouTube;
- c) **Micro-blogging sites:** Twitter;
- d) **Blogs:** including corporate blogs and personal blogs or blogs hosted by traditional media publications;
- e) **Forums and discussion boards:** e.g. local discussion boards, Whirlpool, Yahoo! Groups or Google Groups;
- f) **Online encyclopaedias:** e.g. Wikipedia and Sidewiki; and
- g) any other websites that allow individual users or companies to use simple publishing tools, (together called **Social Media**).

### **1.3. Consequences of a breach of this Policy**

Using Social Media in a way which breaches this Policy, the Information Technology, Computer, Telephone and Equipment Code of Use, the Code of Conduct, any other School policies or your obligations as an employee or contractor under the law may result in disciplinary action being taken.

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<sup>1</sup> See definition of 'School Systems' in the Information Technology, Computer, Telephone and Equipment Code of Use

Disciplinary action may include limitation or removal of access to School Systems, or termination of an employee's employment or contractor's engagement with the School.

## **2. Use of Social Media as part of your role**

If you are required by the School to participate in Social Media sites as part of your role with the School you should ensure that you clearly understand what is required of you.

You should always exercise responsibility and judgment in any material you post on Social Media sites where you are participating as part of your role with the School. Essentially the rules that apply to you when you are interacting face to face with people as a representative of the School will apply to your actions on Social Media – including all School policies. Similarly the normal authorisation and approval process in relation to any content that you are posting will also apply.

You should be polite and respectful of the opinions of others at all times and refrain from posting any comments which harshly criticise or undermine posts made by others. You should be careful of what you say about others and do not post comments which may be viewed as denigrating or insulting including to other schools.

## **3. Personal use of Social Media**

### **3.1. Use of Social Media**

The School understands that you use various Social Media for personal reasons on your own computers or other electronic communication technologies or on School Systems if you have been authorised to do so.

Generally what you do on your own time is your own business. However, information you provide, and statements you make, on Social Media sites may impact the workplace and have significant consequences. This material may be read by others in the School community or the public at large. Once information is published online, it is essentially part of a permanent record, even if you 'remove/delete' it later or attempt to make it anonymous.

When using any Social Media you are responsible for your words and actions.

It is your responsibility to ensure that your posts are appropriate. Use your judgment and common sense, and if there is any doubt, do not post.

When using any Social Media you must not:

- a) invite students to join your personal social networking site or accept a students' invitation to join theirs;
- b) communicate with students on social networking sites;
- c) post photos of students or parents on social networking sites;
- d) use the School's logo or create School branded accounts which could be interpreted as representing the School;
- e) contribute anything which would bring you or the School into disrepute – for example an offensive blog or photo;
- f) engage in any conduct that would not be acceptable in the workplace - for example:

- i. making any adverse, offensive or derogatory statements about other employees or contractors, students, parents or the School Council; or
  - ii. engaging in unlawful discrimination, harassment or bullying of other employees or contractors, students, parents or the School Council; and
- g) disclose any confidential information about the School, including information about other employees or contractors, students, parents or the School Council.

The above requirements apply regardless of whether you have restricted access to your personal site to selected persons only.

You should also avoid identifying or discussing co-workers or posting photographs that include co-workers unless you have obtained their permission first.

### 3.2. Expressing your personal views

It can be difficult to draw a line between your personal and professional life when using Social Media. Even when you are talking as an individual, people may perceive you to be talking on behalf of the School. By identifying yourself as a School employee or contractor, you are creating perceptions about your expertise and about the School. Accordingly you need to be careful that all content associated with you does not conflict with School policies and your obligations as an employee or contractor.

Just because conduct is outside work or you have not clearly identified yourself as a School employee or contractor, it may nonetheless be in breach of your obligations to the School as an employee or contractor, whether on Social Media or otherwise. You should exercise caution and common sense on that basis.

This policy is not designed to infringe upon your personal interaction or online conversations where you are clearly speaking as an individual with no reference to the School or your position as a School employee, provided you are otherwise complying with the School's policies and your obligations as an employee or contractor.

### 3.3. Time spent on Social Media

You may access Social Media sites during authorised breaks using your own computers or other electronic communication technologies or on School Systems if you have been authorised to do so. Excessive use of Social Media during work time for personal reasons may result in disciplinary action.

### 3.4. Personal liability

Please bear in mind that information you provide, and statements you make, on Social Media could have significant consequences for you personally, for example:

- a) making statements about an individual may constitute defamation (in which case you may be personally liable under applicable legislation to the person about whom you make the statement);
- b) making statements may constitute unlawful discrimination, harassment or bullying (in which case you may be personally liable under applicable legislation);
- c) making statements about the School, its business, parents or students, may constitute a breach of your obligation not to disclose confidential information and your obligation not to make public statements about or on the School's behalf without express authority; and
- d) using other persons' material, text, photographs, music, logos and trademarks may breach copyright laws.

If you feel unsure about what to do in particular circumstances, you should contact the Director of Operations.

#### **4. General**

##### **4.1. Please take care**

The terms and prescribed conduct described in this Policy are not intended to be exhaustive, nor do they anticipate every possible use of Social Media. You are encouraged to act with caution and to take into account the underlying principles of this Policy. If you feel unsure about what to do in particular circumstances, you should contact the Director of Operations.

##### **4.2. This Policy is a direction**

This Policy sets out the rules which must be complied with when using Social Media. This Policy is a direction to you by the School as an employee or contractor of the School. You must comply with this Policy. If you do not comply with this Policy, the School may take disciplinary action, up to and including termination of your employment or engagement.