



Social Media Policy

Rationale

Recognising our moral and legal obligations as a Catholic school community to provide a safe learning environment for all students, Cardijn College has adopted the following Policy.

Policy Statement

Cardijn College is committed to providing a safe and respectful environment for all persons covered by this policy.

This policy applies to all students, staff, volunteers and contractors working within or for Cardijn College who use a social media platform in a professional or personal capacity and through their learning relationship with peers or colleagues

The College recognises that all communication by staff and students will comply with Protective Practices for Staff in their interactions with students and the College's ITC Acceptable Use Policy.

Responsibilities

The School Board will:

- develop, monitor and review the policy in accordance with the legal requirements and the Church's teachings
- ensure that appropriate structures exist to achieve the aims of this Policy
- initiate regular reviews of the procedures and guidelines that support this Policy
- provide support for School Leaders in implementing this Policy
- allocate resources to facilitate ongoing training and support for students and staff in the implementation of this policy.

The School Leaders will:

- be responsible for the total oversight of this Policy and procedures
- be responsible for the overall safety of all students, staff and volunteers
- provide relevant training to students and staff in the use of social media
- train and advise staff of their responsibilities in relation to social media and ensure that social media interactions with students and staff are appropriate
- ensure protective practices are in place to safeguard students and staff
- provide structures for staff and students to identify and report offensive or inappropriate online material or behaviour

Date approved: June 2022

Date of next review: September 2025

Related Policies: ICT Acceptable Use Policy, Behaviour Management Policy, Enrolment Policy, Child Protection Policy, CESA Social Media Policy, CESA Social Media Guidelines

- take responsibility for final decision making on the outcomes of inappropriate use of social media
- act quickly to seek remedy for issues when they arise and support staff and students through these processes
- ensure that IT support has appropriate safeguards in place to protect students.
- advise and support staff in the appropriate course of action when dealing with social media concerns
- liaise with parents to ensure that excellent communication is a feature of supporting the resolution of social media issues
- ensure that in addressing inappropriate social media behaviours, the Code of Conduct, Cardijn College Behaviour Management Policy and Enrolment Policy are applied.

The School Personnel will:

- be held accountable for their actions inside and outside of school hours where their actions have a negative impact on the wellbeing of Cardijn College students and staff and the reputation of the College.
- not have current students in their education community as 'friends' on their personal/private sites
- maintain a positive online presence and protect their online identity
- ensure all material published is respectful of all individuals and the employer – Cardijn College
- ensure that published material does not contain 'inappropriate, unlawful or offensive content'
- ensure that all content published is accurate and not misleading
- ensure all information posted or commented upon is appropriate to the individual's area of expertise and authority and does not breach any confidentiality guidelines
- work in a positive manner with the parent community, seeking to build relationships which support positive student learning
- keep the school leaders informed about breaches of social media protocols
- keep detailed records of all breaches of social media protocols.

The Students will:

- follow the ICT Acceptable Use Policy and Social Media Policy of the College
- avoid any involvement with material or activities that could put at risk personal safety, or the privacy, safety or security of the school or other members of the College community
- ensure that published material does not contain 'inappropriate content' and is not offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, or is otherwise unlawful
- be held accountable for their actions inside and outside of school hours where their actions have a negative impact on the wellbeing of other Cardijn College students or staff and the reputation of the College.

The Parents will:

- support this Policy, guidelines and procedures
- maintain open and supportive levels of communication with school leaders and other College staff when addressing issues
- use appropriate channels of communication in resolving all issues
- seek to model respectful relationships in all dealings with College staff, parents and students.

Examples of Inappropriate Content in Social Media

Inappropriate content may include, but is not limited to:

- Pornographic material/ images
- Abusive, offensive language or threats
- Bullying, harassing, libellous or defamatory comments
- Offensive comments regarding race, religion, sexual orientation, physical characteristics, gender, ability, disability and economic status
- Personal and/or cultural attacks or insults
- Content that promotes hate of any kind
- Unauthorised copyright material
- Impersonating by using another person's online profile or creating an alias
- Content that is detrimental in any way
- Any content which is damaging to the reputation of the College.