



## INTERNET & SOCIAL MEDIA POLICY

### Rationale

- Cybersafety is a major concern facing schools. This does not only affect children and young people. DET employees in schools are also at risk of misusing social media or being targeted by a disgruntled young person or member of the school community. This is not a new concept. As with all forms of **inappropriate behaviours** the digital world has simply opened up a new platform for it to occur.
- There are legal consequences for misuse of social media.
- Teachers and other staff in schools have a responsibility to take reasonable steps to protect students from risks of injury, including those that may be encountered within the online learning environment.

### Purpose

- To provide a practical guide to support staff and meet the obligations and recommended standards of behaviours set out within existing instruments, policies and guidelines when using social media tools for personal or professional purposes.
- To ensure Newport Lakes Primary School complies with DET policy and legislation in regard to social media.
- To help redress cyberbullying.

### Definition

In the context of DET's *Using Social Media Guide*, social media is the term used for internet based tools for sharing and discussing information among people. Additional social media tools may include (although are not limited to):

- Social networking sites (e.g. Facebook, LinkedIn, Myspace)
- Video and photo sharing web sites (e.g. Flickr, YouTube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences
- e-mail and instant messaging

Social media also includes all other emerging electronic/digital communication applications.

### Implementation

- This policy applies to all staff, teaching and non-teaching at Newport Lakes Primary School. It includes all volunteers, visitors and contractors engaged by the school and the School Council.
- Newport Lakes Primary School uses *Using Social Media: Guide for DET Employees in Schools* as the reference for internet use at the school.
- In consultation with staff, parents and students, the school will determine what is appropriate and what is not appropriate use of social media.
- The school will assist parents to support their children in the digital world by providing them with useful information about existing and emerging technologies, engaging them in the development and review of policies and inviting them to information sessions or distributing handouts on school expectations of acceptable use.

- Parents, teachers, students and the community will be made aware of types of cyber bullying and its legal and hurtful ramifications. Teachers will be regularly reminded of their duty of care regarding protection of students from all forms of bullying.
- The school will work towards becoming eSmart, the initiative of the Alannah and Madeline Foundation.
- The school will use DET's Step by Step Guide: Online Incidents of Inappropriate Behaviour Affecting Students in dealing with inappropriate incidents.
- The school will develop an Acceptable Use Agreement for students.
- The school will seek student/parent permission when publishing student images and/or their work.
- Please refer also to the school's *Student Engagement Policy*, *Duty of Care Policy* and the *Bullying & Harassment Policy*.

#### **Evaluation**

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late February 2014).

This policy was ratified by School Council on June 2016

Reference:

[www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx)