



POLICY ON THE USE OF SOCIAL MEDIA





Professional Learning programmes are provided in schools for staff members on the appropriate use of social media and for parents through

Another teacher or member of the school leadership team must also have full administrator access to the site.

Any social media site created by a staff member needs to be monitored by that staff member frequently and actively. In the event of inappropriate material being posted on the site the staff member needs to capture the inappropriate material for the purpose of clarifying with the student or students what it is about, store that captured content and then delete the on-line content found to be inappropriate. Inappropriate posts must be reported to the school principal or team leader

Staff Personal Use of Social Media

Staff members should not accept students as 'friends' on their own social network sites or interact with students on social networking sites.

Staff members must not discuss students or co-workers or publicly criticise school policies or personnel on social networking sites.

Staff members must not post images that include students on social networking sites.

Staff members must not conduct themselves or communicate in a manner inconsistent with the Catholic ethos or values of CSBB or that in any way brings themselves or CSBB into disrepute.

See also 5.1.2.10.1 (2) (3) 1291(7A) (9) 58(1) 59(1) 281(3) 110(h) (3) 39(2) 50(1) 2

In meeting the obligations of this Policy, each CSBB School will need to ensure that:

1. Staff have access to an electronic and/or hard copy of the current policy; and
2. Staff have an opportunity to receive clarification around aspects of the policy that they may not fully understand.

Whilst aspects of the Social Media Policy may be treated within the context of staff induction, the induction of new staff to the diocese and the early career teacher induction programmes, it is important that school records such as the meeting agendas and staff meeting minutes reflect activity related to the implementation of this Policy. This will assist in determining Policy compliance within the context of school review and/or related enquiry.

Community use of social media

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4. ROLES AND RESPONSIBILITIES

Principals

Principals have a responsibility to:

- implement this policy,
- provide professional learning opportunities for staff around policy implementation,
- refer to CSBB Child Protection Policies and be guided by advice provided by CSBB Child Protection Team, Family and Community Services and the NSW Police in relation to matters involving child protection and social media issues.

Teachers

Teachers have a responsibility to:

- implement this policy,
- provide instruction to students in on-line personal safety issues including Social Media which are age and stage appropriate.

Catholic Schools Broken Bay (Office)

CSBB has a responsibility to:

- support schools to implement this policy.

5. RELATED LEGISLATION, POLICIES, GUIDELINES AND SUPPORT MATERIAL

Legislation

- Australian Human Rights Commission Act 1986 (Cth)
- Copyright Act 1968 (Cth)
- Copyright Amendment (Digital Agenda) Act 2000 (Cth)
- Anti-Discrimination Act 1977 (NSW)
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Defamation Act 2005 (NSW)
- Privacy Act 1988 (Cth)
- The Fair Work Act 2009 (Cth) Policies
- Australian Catholic Bishops Pastoral Letter on Internet Safety
<https://www.youtube.com/watch?v=sKF1BdUmBtY>
- Social Networking Protocol for the Catholic Church in Australia Australian Catholic Bishops Conference December 2009 <http://www.catholic.org.au>
- Staff Use of Social Media in Sydney Catholic Schools – CEO Sydney 2012
- Social Networks: portals of truth and faith; new spaces for evangelisation – (Pontifical Council for Social Communications 2013)

6. RELATED DIOCESAN POLICIES AND GUIDELINES

Acceptable Use Policy for Internet/Intranet and Network Services
Anti-bullying Policy
Behaviour Support Policy: Promoting safety & positive behaviour for learning for Catholic Schools Broken Bay (CSBB)
Child Protection Policy: Addressing Allegations of Inappropriate Behaviour by Staff
Managing Conduct and Performance Policy
Managing Workplace Complaints Policy
Pastoral Care Policy
Pastoral Care and Wellbeing Framework for Learning
Preventing Discrimination, Harassment and Bullying Policy
Policy for Addressing Employee Performance and Disciplinary Matters
Privacy Policy for Catholic Schools Broken Bay
CSBB Cyber-safety Guidelines for Schools
Professional Guidelines for Staff in their Relationships with Students
Principles of Employment
Quick guide for Principals: Dealing with Social Media concerns

7. POLICY REVIEW

This policy will be reviewed not less frequently than once every three years.

8. POLICY DATES

Date of completion and adoption:	2013
Date of current version	2018
Date of next review:	2021

Authorised by
Peter Hamill
Director of Schools