

## SCHOOL NO. 1727 - KIALLA WEST

Policy Statement: MANAGEMENT 664 SOCIAL MEDIA  
664 – SOCIAL MEDIA- Students & Parents

Responsibility: Principal and Staff

This Policy was last reviewed in February 2014.

Kialla West Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. To guide and assist this partnership, the schools anti-bullying policies are in line with the eSmart Programme.

21<sup>st</sup> century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

### **School support for the safe and responsible use of digital technologies**

Kialla West Primary School uses the Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

#### ***At Kialla West Primary School we:***

- have policies in place that outline the values of the school and expected behaviours when students use digital technology, the Internet and social media
- provide a filtered Internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through information evenings, newsletter and through the document attached to this agreement for parents to keep at home
- work with students to outline and reinforce the expected behaviours on the Internet
- reinforce that cybersafe and responsible behaviours are expected in their school use of digital technology.

### **Students**

#### ***When I use digital technology students will:***

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that

content I upload or post is my digital footprint

- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images use the Internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the Internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- protect the privacy of others and never post **or forward** private information about another person
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them
- seek appropriate permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

## **Parents**

### ***When using digital technology parents should:***

- not share confidential information about students, staff or other parents.
- never discuss sensitive School matters with staff or other parents using Facebook, blogs and other social media outlets.
- online postings and conversations are not private. Do not share confidential information, internal School discussions, or specific information about students, staff or other parents.
- seek appropriate permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- do not use inappropriate, profane or threatening language towards staff.

**Parents or students who have a complaint or issue arise from Social Media should contact the principal or follow the school's complaints policy.**