

USING SOCIAL MEDIA POLICY – A GUIDE FOR ALICE MILLER STUDENTS, PARENTS, STAFF

By social media, we mean everything: Snapchat, Google, Instagram, emails, texts, methods that haven't been invented at the time of writing this – any message containing words or images that is sent electronically. It includes messages people have created themselves, and messages from elsewhere (for example, YouTube, Facebook, Twitter) that they have forwarded.

When members of Alice Miller/ Candlebark use Social Media, we absolutely expect that they will:

- show that they understand the norms of appropriate boundaries and behaviours
- behave in the ways that are expected of good digital citizens
- use words that show the same understandings people are expected to show face-to-face when talking – in other words, to communicate with honesty, respect, courtesy, empathy
- make sure that other people's rights and privacy are always respected
- not publish anything that is reasonably likely to be inaccurate or misleading
- be aware that the words people write – just like the words they speak – say so much about who they are, what kind of personality they have, what attitudes, values and beliefs they hold. "When you think you are describing a person, an object, a scene, an idea or belief... you are also describing yourself."
- not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, violent, racist, sexist, pornographic, an infringement of copyright or is otherwise unlawful, or might damage the School's reputation

Even with the strictest privacy settings, what a person 'says' online needs to be in keeping with the bulleted points above. A 'private conversation' can easily be shared into a more public domain, even with privacy settings on maximum. Because of this, people are always responsible for what they post, regardless of how private they claim it to be, or how good they believe their intentions were.

BREACH OF THIS POLICY

Note that a breach of this policy may also be a breach of other Alice Miller/Candlebark policies, such as the Bullying Policy, Privacy Policy, Student/Parent/Staff Code of Conduct, Student Welfare Policy...

Any breach of this policy is regarded as serious, and will be dealt with on a case by case basis. All reports of cyber bullying and other technology misuse will be investigated by the School, and may result in a notification to police, given that Victoria now has strict laws on what can be posted on social media. Staff, students and parents should be aware that in certain circumstances, where a crime has or may have been committed, they may be subjected to a police investigation.

Student sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from the School.

Parents who breach this policy may be asked to withdraw their child from the School in cases which adversely reflect on Alice Miller/Candlebark.

As an independent school, Alice Miller/Candlebark concerns itself with the welfare of its students around the clock. Posts or messages on social media which violate the bulleted points above and/or are reasonably likely to cause distress to members of the school community will be considered breaches of this policy, regardless of when the posts were made or the messages sent, and they will be dealt with as described in the preceding three paragraphs.

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