

Marymount College Social Media Policy

Rationale

Marymount College recognises that access to technology at home and at school gives students, staff and families greater opportunities to learn, engage, communicate and develop necessary skills that will prepare them for life, work and citizenship. All students at Marymount College are issued with a MacBook for use in the classroom as well as at home. Many students have access to Smart Phones or other carriage devices such as iPads, Smart Watches etcetera. With the use of these devices, students and staff members have access to many forms of social media as well as Internet sites. Although this access forms an important role in education with staff and students having the ability to 'stay connected' with each other for collaborative and social purposes, it is also of utmost importance to set guidelines and expectations in order to protect our staff, families and students from the pitfalls of exploring the unknown and involving themselves in situations which can cause harm to people's well-being, reputation or to the reputation of Marymount College in the internet world known as social media.

Purpose

The purpose of implementing a Social Media Policy is to encourage the safe and positive use of social networking. Marymount College does not allow staff or students to access any social media sites when using the College server. This includes Twitter, Facebook, Instagram, Snapchat and any other social media sites which are created. This does not create a block for staff or students when in their own homes or when using their own Internet provider, nor does it attempt to. Marymount College endeavours to give clear guidelines as to what is acceptable use of social media and outlines expectations of students, staff members as well as family members involved with the College.

Scope

This policy is applicable to all teachers, students, employees, parents and families of Marymount College. This policy refers to:

- The use of all social media and networking sites.
- Any activity on social networking platforms that make reference to Marymount College or any teachers, students, employees, parents or families of Marymount College.
- Any content which can reasonably be associated to reference Marymount College or any member of the Marymount College community.

Expectations of parents and families

- Parents are responsible for monitoring the online activities of their children when they are not at school.
- If a parent witnesses any online activity which could be harmful to their child or to other students or members of staff, they should remove their child from the source immediately and report the seriousness of the incident to the College.
- Encourage your child to report any online bullying or harassment to the College.

- When using social media platforms, parents should ensure that no statements or uploads are made, that are perceived to be disparaging, abusive, harmful or derogatory towards Marymount College or any students, staff or families.
- Ensure that your child is aware of and understands the policy and associated procedures related to the use of social media.

Policy

Student use of social media

Students engaging in social media will ensure that:

- Any activity complies with the guidelines set out in the Student Behaviour Support Policy (Including Anti-Bullying Provisions).
- You do not attempt to connect, request 'friends' or follow any teachers or employees of Marymount College.
- You take reasonable steps to exclude the College, including uniforms and logos from any personal posts or uploads.
- No representations or statements on behalf of Marymount College are made unless authorised by the Principal.
- No statements or uploads are made, that are perceived to be disparaging, abusive, harmful or derogatory towards Marymount College or any students, staff or families.
- You do not breach any confidentiality, trust or privacy of any students, staff or families.
- You do not engage in any on-line activity which could bring Marymount College or any students, staff or families reputation into disrepute.
- You do not create any page or false identity which could cause harm or damage to Marymount College or any students, staff or families.

Employee use of social media

Marymount College employees engaging in social media will ensure that:

- You do not attempt to connect, request 'friends' or follow any current students of Marymount College.
- Content posted on social platforms do not include College photographs, or uploads involving current Marymount College students to personal accounts.
- Any school-related social media posts must be authorised by the Principal.
- You take reasonable steps to exclude the College, including uniforms and logos from any personal posts or uploads.
- No representations or statements on behalf of Marymount College are made unless authorised by the Principal.
- No statements or uploads are made, that are perceived to be disparaging, abusive, harmful or derogatory towards Marymount College or any students, staff or families.
- You do not breach any confidentiality, trust or privacy of any students, staff or families.

- You do not engage in any on-line activity which could bring Marymount College or any students, staff or families reputation into disrepute.
- You do not create any page or false identity which could cause harm or damage to Marymount College or any students, staff or families.
- No indication is given that you are authorised to speak on behalf of Marymount College unless direct permission has been granted by the Principal.

Breach of policy

Students who are found to behave in a manner which is in breach of this policy:

- Will be reported to Administration.
- Will be subject to disciplinary strategies which are outlined in the Student Behaviour Support Policy (Including Anti-Bullying Provisions).
- May be suspended from school or be subject to further disciplinary action.
- May be subject to legal consequences.

Marymount College employees who are found to be in breach of this policy:

- Will be reported to the Principal.
- May be subjected to disciplinary action by the College or referred to Brisbane Catholic Education Office.
- May be subject to legal consequences.

Parents or family members who are found to be in breach of this policy:

- Will be reported to the Principal.
- May be subject to legal consequences.