

Hornsby Heights Public School Social Media and Electronic Devices Policy

**Hornsby Heights School Social Media Policy**

This policy should be read in conjunction with the DEC policy

Hornsby Heights Public School may, from time to time, establish a presence on social media. This may take various forms as they develop and arise. The values that will guide the use of social media will be respect, responsibility, trust and safety.

* Respect for the views of all.
* Responsibility for views expressed.
* Trust in the publisher’s use of images and information regarding individuals at school.
* Safe use of the images of individuals from the school. The identity of others will not be disclosed without permission, and children's names will not be used at any time.

***A Teacher taking and using photos of children on social media.***

Photos taken of children on personal devices, phones, tablets, etc, should only be used for school promotional and learning purposes, after which it should be deleted from the device. A regular reminder to teachers and students will be made to promote this practice. Images of children can be stored on school based storage devices, such as the school server, and may be used according to the parent/school use agreement.

A detailed ‘*Parent/School Permission to Publish’* agreement will be signed by parents/carers to ensure they understand that students’ work and their images may be used in social media to communicate to families and in the promotion of the school.

Teachers must ensure that a clear delineation is made between social media of a professional kind and that of a more personal nature.

No images of students taken by teachers may be used in personal social media contexts; to do so may result in a breach of the DEC Code of Conduct.

***The use of Social Media Platforms (BlogEd, Edmodo, Wordpress, Twitter type sites)***

Hornsby Heights Public School is committed to providing a safe and healthy environment for all children at our school. Students may use social media in a variety of ways to support their learning in class, through projects and homework; as well as a collaborative and communicative tool with others, sharing ideas, challenges, knowledge and information.

Effective use of social media will allow Hornsby Heights Public School to strengthen communication with families and our local community. Usage of social media both on and off school grounds is provisional on the expectation that is consistent with the guidelines in this policy. Prior to accessing social media sites use for school purposes, students and families are required to read this policy and sign the Acceptable Usage Statement.

Breaching of these guidelines will result in the withdrawal of the right to use social media accounts and resources at Hornsby Heights Public School.

***Social Media Guidelines***

1. **Examples of unsafe action**
* Revealing your full name, address, phone number, etc. to an unknown person by email or publically viewable website.
* Using a social media facility that is not supervised by your teacher.
* Placing your personal details on a web page, social media site on in an email.
1. **Examples of dishonest activity**
* Copying another person’s work and submitting it as your own
* Claiming personal ownership of material that was developed by a group
* Setting up an unofficial website which claims to be the official school site
* Sending electronic mail using a faked email address or someone else’s account
1. **Actions which could upset others**
* Spreading untrue rumours and gossip through social media outlets
* Publishing racist or sexist material
* Downloading or displaying offensive pictures
* Playing offensive songs from websites
1. **Action which could disrupt other users**
* Breaking or damaging the computer equipment
* Spilling food or drink on computer equipment
* Downloading large files from the internet during class time without seeking approval
* Introducing viruses into the system
* Deleting or changing critical files, or files of others
* Attempting to hack into the school computer system
* Using the computer system to gain unauthorised entry into other computer systems
1. **Examples of irresponsible actions**
* Leaving a computer logged on after departing the room
* Leaving personal information on a shared computer where others have access
* Telling other people your password
* Neglecting to backup or save important pieces of work

Social media is defined as a group of online applications such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards that allow people to easily publish, share and discuss content.

The purpose of social media is to facilitate conversations in a dialogue, an opportunity to listen, share, collaborate, respond to fellow students, provide information to students, and to provide an authentic audience for children’s work. We recognise the importance and potential positives of participating in these conversations and are aware of the fact that such comments may be public and potentially permanent.

In using social media, all children and their parents, agree to follow Hornsby Heights Public School Social Media policies.

Students shall be mindful that social media posts will have consequences where they are inappropriate, and that all posts will be monitored or moderated by teachers. Students will respect copyright and show respect for copyright laws and fair use of copyrighted materials owned by others, including user-generated content.

Students will be polite and considerate in all social media activities. Abusive comments shall be reported immediately to the moderator for removal.

Consequences for a breach of policy can include loss of access to the school supported social media sites, and penalties and actions under the Anti-Bullying Policy and Positive Behaviour Engaging Learners Policy.

***Parent use of student based Social Media***

Parents are permitted to view school based social media as enabled (accessed) through their individual child’s username and password. The purpose of this access should be to view their child’s work, access and monitor homework requirements, and monitor the conversations of students. The school encourages parents to do so in the presence of the student. Parents will also be able to create their own logins to view and comment on social media platforms.

No parent is to use a student’s username and password to comment in a school based social media platform. To do so would be a serious breach of this policy. If they wish to make a comment they must do so using their own individual login and password.

Parents have the responsibility to ensure they uphold safe social media practises. If they wish to comment they must ensure that their full identity is disclosed, for example they may choose to comment as “John’s mum”.

Social Media sites provide access to parents variously, to enable parents to see the posts of their children. This facility is encouraged under this policy; however, student knowledge of this activity is to be encouraged.

***The use of Phones and other electronic communication devices at school.***

It is recognised that parents provide students with phones for communication and security reasons. It is concerning that a student may be placed at risk as a result of being possession of a device of great value while at school.

The school does allow “Bring your Own Device” for use in specific classrooms. For further information please refer to the Hornsby Heights Public School BYOD Policy.