



Social Media Policy

WYNDHAM COLLEGE

Updated 14 March 2017

Overview

Social media through the Internet provides excellent opportunities for professional networking, ideas and resource exchange and collaboration amongst students.

However its use without consideration or adequate supervision may cause problems that may breach privacy, copyright or lead to cyber bullying.

Information or images published should be considered permanently published. It is almost impossible to remove information once it has been posted/published, even when it seems to have been taken down.

College use of Social Networking Sites

Student use of social networking sites whilst in class is forbidden unless overridden by teachers for use in lessons or collaboration.

Wyndham College has a Facebook site that has been registered with the director of corporate communication, to keep students and parents informed of events within the college. Postings are mediated and sanctioned by the administrator. Our eLearning system (Moodle) requires a student login and password that is activated when a signed declaration is received regarding acceptable usage.

Students

Wyndham College incorporates instruction on the hazards associated with use of technology such as sexting and cyber bullying during Mentor and Focus Day sessions.

Students are advised never to offer any personal information including last name, contact information, address, phone numbers, school's name, e-mail address, last names of friends or relatives, passwords, age, birth date, post provocative pictures of themselves or anyone else.

Students must not engage in bullying, spamming, illegal behaviour, malicious blogging or similar antisocial behaviours. Students who engage in antisocial behaviours in a social networking or blogging site that has ramifications within the College will be subject to disciplinary action and/or police involvement.

Teachers

- Staff need to be aware that the public nature of blogs and social networking sites means that anyone can read your comments, including your employer, a prospective employer or a person seeking information about your personality, political or religious views.
- Comments in posts should be apolitical, impartial, and professional and be respectful of how other members of the College may be affected. Confidential information obtained through work should not be disclosed. Published content

should be consistent with your work and department standards. Staff members of Wyndham College are representatives of the DoE, which can add significance to your public reflections on a wide variety of topics.

- Teachers hold a particular position in society and are expected to uphold moral and ethical codes of behaviour and as such, not have external friendships (i.e. personal relationships) with current students beyond that which is normal for the teacher/student relationship.
- A personal relationship on a social network site would exceed the accepted bounds of a teacher/student relationship and might leave the teacher open to allegations of improper conduct. Staff are to exercise caution when distributing personal details such as home or mobile phone numbers or private email addresses but are encouraged to use the DoE email address when dealing with students.
- Friendships (personal relationships) with ex-students are a matter for the individual teacher but it is prudent to consider the ramifications of personal relationships with ex-students who have younger siblings or friends still at the school, where private or personal information could be passed on to third parties.
- Teachers need also to be aware of interaction with the parents of current students in that comments or opinions may be construed in ways not envisaged that may lead to unforeseen social or legal complications.
- Venting publicly about work, or posting something derogatory to another member of staff or DoE, would be considered outside those boundaries.
- All staff to operate a “school only” profile and keep this profile completely separate from personal profiles for privacy reasons.

Legal Liability

Individual staff members who choose to go public with opinions via a blog, social networking sites or a personal web site, should use discretion and safeguard its suitability for general viewing by students and parents. Ensure that there is no inappropriate content or links to sites that are inappropriate. It should be made clear that it is your personal opinion and not necessarily represent the official views of the department. Teachers should exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations. You ‘post’ at your own risk and can be held personally liable for any commentary deemed to be defamatory, obscene, proprietary, or libelous. Outside parties can pursue legal action against you for postings.

Any personal online activities should not interfere with the performance of your job with the DoE. The departments Code of Conduct must be read in accordance with this policy.