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## PEDARE CHRISTIAN COLLEGE

### SOCIAL MEDIA POLICY

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#### 1. OBJECTIVES

Pedare is committed to promoting the safe, responsible and effective use of social media, including but not limited to Facebook and Twitter, within the College and in the wider community.

#### 2. INTRODUCTION

The College is a learning community and in keeping with its policies on internet use and cyberbullying, will:

- Encourage the safe and responsible use of social media by its students and workers
- Maintain a positive presence in social media, promoting and protecting the College's reputation
- Explore ways in which social media can be used to enhance curriculum delivery and pastoral care.

The College Management has the duty and responsibility to act in a decisive, constructive and proportionate way when any member of the College community uses social media in an unprofessional or inappropriate manner. The College Leadership is responsible to the Board for protecting the College's reputation and for ensuring the safety and protection of all of its workers and students in relation to the use of social media.

#### 3. DEFINITIONS

<b>Campus</b>	the three schools (Pedare jointly and/or combined, as well as the ONE Plus area).
<b>Computer</b>	a College computer/portable IT device located anywhere on the Campus.
<b>Network</b>	the connection of one or more computers to any other computer or server on the Campus.

#### 4. PROCEDURES

Personal use of the College network to access social media, as well as personal email, should not interfere with a student or a worker's ability to meet his/her work/study commitments.

##### For students:

- the College will limit access to such media during the course of the school day
- they will be informed of their legal responsibilities regarding comments or images being placed on such networks
- they will be educated about the long-term repercussions of social networking on students' personal lives, the lives of others and employment opportunities
- they will be educated and reminded about the safe use of such networking.

##### For workers:

- the College will permit workers to use social media as a tool for learning, and therefore allow access during the course of the day for its responsible use
- they will not use social media to communicate with current students, except in their use for curriculum support, as approved by College Leadership
- they will be encouraged to use their professional judgement in using social media to communicate with former students
- they will be mindful of their professional and personal responsibility with regard to accessing, transmitting or storing material through social media.
- The College expects that all workers exercise sound judgement and common sense when using social media, whether at work, home or elsewhere. Workers using social media in a personal capacity must take due care to ensure that any comments, opinions, photographs or contributions made on-line are their own, as private citizens, and cannot be interpreted as an official statement or position of Pedare Christian College.

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All website access on College equipment is monitored and logged for future reference, access tracking and statistics. Should there be breaches of the College's Social Media Policy, then the subsequent issues will be dealt with as follows:

Student misconduct will be dealt with in accordance with the Behaviour Management Policy of the College.

**Staff misconduct**

College workers who use social media in their own time using their own resources should note that their private comments posted publicly could potentially have repercussions at work. Such instances will be reviewed on a case by case basis with consideration to the possible damage to the reputation of Pedare Christian College.

Each allegation of a breach of this Social Media Policy will be investigated and dealt with in accordance with the current Pedare Christian College Enterprise Agreement.

**Gross Misconduct by Workers**

Where a Social Media Policy investigation discovers evidence of Gross Misconduct the worker will be immediately suspended with full pay pending a full investigation, in accordance with the current Pedare Christian College Enterprise Agreement.

**5. RELATED DOCUMENTS**

- S 002 Behaviour Management Policy
- Pedare Christian College Enterprise Agreement