



### TSA Independent Schools

YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS)

(A Queensland Non-State Independent School)

<b>STUDENT SOCIAL MEDIA POLICY</b>		<b>CODE: SSM2020</b>
<b>Scope of Application:</b>	Staff/Students and Parent/Carer	
<b>Filing Instructions:</b>	F Drive - <a href="#">F:\Programs\Independent Schools\Master School Folder\Current Policies and Procedures\Finalised Policies and Procedures</a>	
<b>Related policies:</b>	<ul style="list-style-type: none"> <li>• <a href="#">TSA Digital Communications and Social Media Policy</a></li> <li>• <a href="#">TSA Independent Schools Acceptable Use of ICT Services Policy</a></li> <li>• <a href="#">TSA Independent Schools Acceptable Use of Personal Electronic Devices</a></li> <li>• <a href="#">TSA Independent Schools Student Bullying Policy</a></li> <li>• <a href="#">TSA Independent Schools Positive Behaviour Management Policy</a></li> <li>• <a href="#">TSA Independent Schools Privacy Policy</a></li> <li>• <a href="#">TSA Independent Schools Restorative Justice Framework</a></li> </ul>	
<b>Form Links</b>	<a href="#">Internet and Email Agreement</a>	

**Change record / revision history:**

Version	Prepared/ reviewed by	Date reviewed	Approved by	Authorised by	Review date
29.1	Helen Boardman	December 2018	Darren McGhee	Tom Austin	December 2020
29.2	Helen Boardman	Amendments: 24/04/2020			December 2020
29.3	Helen Boardman	08/12/2020	Rish Lefterys	Rish Lefterys	December 2022
29.4	Helen Boardman	18/08/2021	Shontell Dougherty	Rish Lefterys	December 2022

## Purpose

The purpose of this policy is to provide guidance about the use of social media to students, parents/carers of the TSA Independent Schools community and their rights and responsibilities. All members of the TSA Independent Schools community are expected to show courtesy and respect to others and should not use social media to abuse, harass or offend anyone. Social media should not be used to damage the reputation of the school.



## Policy Statement

Social media refers to all social networking sites such as Facebook, Twitter, Blogs, YouTube, Tumblr, Instagram, Snapchat and any new or upcoming social media accounts where the internet is used to connect socially.

TSA Independent Schools acknowledges that social media is an important medium through which people connect with each other and the world. To promote the wellbeing and safety of everyone, students are reminded of their responsibilities as ethical digital citizens to ensure they apply strong privacy settings, to use appropriate language and to be aware of their own and other's safety.

Social media should not be used by students in class unless directed to do so by a teacher for educational purposes nor should it be used at any other time during the school day. As members of the TSA Independent Schools community, students are expected to adhere to this policy at all times.

## Supporting Procedures

When using social media all students are expected to respond to the following:

### DO:

- 👍 When online, demonstrate a respect for the dignity of each person and the privacy of all members of the school community
- 👍 Behave in a manner that demonstrates an awareness of our school principles of respect, safe and legal, participation and responsibility
- 👍 Use appropriate language at all times
- 👍 Only post images or content that the student would be prepared to make public
- 👍 Only accept friends or followers that the student knows well enough to speak to
- 👍 Remember that information (text, video, images, audio) uploaded can be altered and manipulated by others
- 👍 Keep your personal information secure as nothing is private on the Internet

### DON'T

- 👎 Impersonate or falsely represent another person
- 👎 Share your account details or password with anyone
- 👎 Have any private information publicly visible
- 👎 Divulge any personal information, images, audio or video material that identifies you, or you in our school context, over the Internet
- 👎 Use social media to bully, harass, abuse, threaten or intimidate others

- 🗨️ Make comments or say anything that is misleading, malicious or untrue and that may damage the reputation of that person
- 🗨️ Use obscene or offensive language towards others
- 🗨️ Post content that is pornographic or may stir up violence against others
- 🗨️ Harm the reputation of our school and those within its community – students, teachers and other staff members, parents/carers, Corps and other community members and the school itself
- 🗨️ Post any images about the school or its staff
- 🗨️ Post anonymous messages
- 🗨️ Use any digital or analogue device (eg webcams, digital cameras, video cameras, media players/recorders or mobile phones) to record others and post these recordings publicly or to post them to any internet site without the person's permission

Any breaches of the Social Media Policy guidelines will be dealt with under TSA Independent School's Positive Behaviour Management Policy and our Restorative Justice Framework

Positive behaviour management strategies may include but are not limited to:

- 📱 Community service
- 📱 Loss of computer privileges
- 📱 A compulsory education session on privacy settings and appropriate social media usage
- 📱 Time out from the school environment

Parents/carers will be informed of any reported/identified social media misconduct by a student and the issue will be investigated according to procedural fairness, using restorative practices.

All cyberbullying and other technology misuses will be investigated fully and may result in notification to appropriate authorities where the school is legally obliged to do so.

