



SPRINGFIELD CONVENT SCHOOL SOCIAL MEDIA POLICY (forms part of IT Policy)

Policy

This Policy applies to all sectors of the school – Educators, Administrators, Parents and Pupils

Access to Social Media is a privilege and not a right and is permitted at the sole discretion of Springfield Convent School for staff, parents and pupils. Social media platforms are by their very nature public documents, and appropriate care needs to be taken when using them.

1. Social media participation at Springfield is regarded as an extension of the classrooms and anything which is permitted in a classroom is acceptable online, and anything which would be unacceptable in a classroom is unacceptable online.
2. Bullying, insulting, racial or sexist language, or derogatory or offensive comments are unacceptable.
3. Nothing may take place online which will bring the school into disrepute.
4. Staff, parents or pupils may not abuse privileged or confidential information on private social networking media platforms.
5. Educators may not befriend on social media platforms any of their pupils, except in the case of a site specifically set up for professional purposes.
6. The school will intervene if Staff who are identified with the school are engaged in an inappropriate manner on social media, to protect the school's reputation.
7. Where pupils are identified with the school and are engaging in an inappropriate manner, the school will intervene to prevent damage to the school and to the individuals involved. Parents must accept their roles in managing the private online social media activities of their children. The school might choose to intervene in such situations if it is in the best interests of the child to do so.

Non-compliance of the above mentioned policy will result in pupils or staff being disciplined in accordance with the Springfield Code of Conduct. Parent non-compliance will be referred to the Parent Contract signed by each parent.