Social Media Policy

1. **Purpose**

   The purpose of this policy is to set standards of behaviour for the use of social media that are consistent with the broader values and expectation of the Cornish community.

2. **Scope**

   This policy applies to all members of the Cornish College Community.

3. Key responsibilities

Position/Roles	Responsibilities
Board	• Ensure the College complies with all requirements of a registered School. • Ensure the College meets its duty of care to students and school community.
Executive Leadership Team (ELT)	• The College has a 'Duty of Care' both to individuals and the school community. • Provide support for staff in undertaking their responsibility in this area
All staff	• Educate students about appropriate, responsible behaviours within their social media interactions • Use social media in a respectful and responsible manner
Students	• Will uphold the ethos of the College in their social media interactions. Will not act in any way that is harmful to other members of our community, brings their own reputation into disrepute, or has the potential to damage the College's good public reputation
College Community	• All members of the Cornish College community to use social media in a respectful and responsible manner.

4. KEY ELEMENTS OF THE POLICY

4.1 Introduction

Cornish College recognises that social media is a very important form of communication amongst members of our community and seeks, where possible, to use social media to enhance learning. It is expected that students will uphold the ethos of the College within their social media interactions and that they will not act in any way that is harmful to other members of our community, brings their own reputation into disrepute and has the potential to damage the College's good public reputation.

Cornish College expects Cornish College students to use social media in a respectful and responsible manner.

4.2 Definition

Social media refers to all networking and social gaming sites and platforms including, but not limited to, sites such as Facebook, Twitter, LinkedIn, Google+, YouTube , Instagram, Snapchat and also includes email and messaging on both mobile and desktop devices.

4.3 Rights and Responsibilities

Staff and students are expected to show respect to themselves and to others, including and members of the College community. Students are also expected to give due respect to the reputation of the College.

When using social media students are expected to ensure they:

- Respect the rights and confidentiality of others
- Do report anything that makes them feel uncomfortable or worried online
- Do not impersonate or falsely represent another person
- Do not bully, intimidate, abuse, harass or threaten others
- Do not make defamatory comments
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the Cornish community
- Do not post content that is hateful, threatening, pornographic or incites violence against others.
- Do not harm the reputation and good standing of Cornish College or those within its community
- Do not film, photograph or record members of the College community without express permission of the College or use video/film/footage, photographs/images, or recordings without the express permission of the Principal or their delegate
- Do keep personal information private – in particular, on social media tools, students should not distribute their home address, phone number, email address, age or date of birth
- Do not share your password with anyone

- Are mindful of location software which may indicate a student's whereabouts when posting online
- Do regularly check their privacy settings on all applications that they use.

A breach of this policy will be considered by the Principal and/or delegates, such as the Deputy Principals and will be dealt with on a case-by-case basis.

All reports of cyber bullying, sexting, offensive content and use of other technology which is deemed inappropriate by the College will be fully investigated and may result in a notification to the Police where the College is obliged to do so.

Sanctions may include, but are not limited to:

- Loss of computer privileges
- Suspension
- Termination of Enrolment (Read in conjunction with Behaviour Management Policy)

Staff, students and parents should be aware that in certain circumstances where a crime has been committed, they may be subject to a criminal investigation by the Police over which the College will have no control.

5. REFERENCES

This policy should be read in conjunction with the following College's policies and procedures:
- *Behaviour Management Policy*
- *Bullying and Unacceptable Behaviour*
- *Digital Technologies Information and Procedures*
- *ICT Use Policy*
- *ICT Student User Agreements*
- *Privacy Policy*

Other Legislation:

Education and Training Reform Act 2006 – Care Safety and Welfare of Students

Australian Privacy Principles contained in the *Privacy Act 1988*

eSafety Commissioner website: www.esafety.gov.au