

# Loxton Lutheran School Social Media Policy

## **INTRODUCTION**

All those who are part of the Loxton Lutheran School community, students, parents, teachers, non-teaching staff, have the right to benefit from the opportunities that exist from being members of our community. They should all behave within and outside of the School in such a manner that the image of the School is not negatively affected or brought into disrepute.

Loxton Lutheran School acknowledges that the use of Social Media can be an effective business and social tool, and that such media is commonly used by the Loxton Lutheran School community members to express their views, comments, ideas and criticism on a whole range of issues.

## **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 expectations of the Loxton Lutheran School community.

When using social media, Loxton Lutheran School expects those who are a part of its community, to show courtesy and respect to others, including those within the Loxton Lutheran School community. Social Media should not be used to abuse others, expose them to offensive or inappropriate content or to denigrate or show disrespect for Loxton Lutheran School.

## **DEALING WITH GRIEVANCE**

Loxton Lutheran School understands that from time to time grievances may occur between members of the school community or with the school. The school has in place a grievance policy which details how best these issues may be addressed and resolved. Members of the school community who feel aggrieved are referred to this policy and asked to follow its processes rather than resorting to the use of Social Media to deal with the matters of concern.

## **RIGHTS AND RESPONSIBILITIES**

A community can only function effectively when all members afford and treat each other with respect. Members of the Loxton Lutheran School community are expected to give respect to others as well as to the name and good reputation of the school.

This policy is not intended to discourage nor unduly limit community members' personal expression or online activities. However, potential for direct or indirect damage to be caused to others in our Loxton Lutheran School community through inappropriate use of social media is very real.

As such, a person's online behaviour should reflect the same standards of honesty, respect, and consideration that a person uses face-to-face, and be in accordance

with the Lutheran ethos of the school and the highest professional standards expected of all involved with Loxton Lutheran School.

When using Social Media, members of our community are expected to:-

- Demonstrate appropriate personal and professional boundaries and behaviours
- Demonstrate good digital citizenship
- Ensure their online behaviour reflects the same standards of honesty, respect, and consideration that a person uses when communicating face-to-face
- Respect the rights, privacy and confidentiality of others
- Ensure all content published is accurate and not misleading
- Consider whether how and what you post reflects on your professional or personal character, and the welfare of others
- Think before they post
- Not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, threatening, violent, racist, sexist, pornographic, infringes copyright or is otherwise unlawful or might cause damage to the school's reputation or bring it into disrepute

It is important to note that even with the strictest privacy settings what a person 'says' online should be in keeping with the expectations outlined above. A 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum. As such, a person is always responsible for what they post regardless of circumstances or intention.

Unacceptable practices / actions which will not be tolerated are

- impersonating or falsely representing another person
- bullying, intimidating, harassing or threatening others
- making defamatory comments
- use of obscene or offensive language towards others
- posting content that is hateful, threatening, pornographic or incites violence against others
- harming the reputation and good standing of Loxton Lutheran School or those within its community
- use of excessive criticism to portray a person as socially, mentally, physically or intellectually inferior.

If an employee comes across negative remarks about Loxton Lutheran School and/or its operations online, they are required to pass these onto the school Management.

### **BREACH OF THIS POLICY**

A breach of this policy may also involve a breach of other Loxton Lutheran School policies such as:

- iPad Policy
- Discipline Policy
- Code of Conduct Policy
- Anti-Harassment policy

Any breach of this policy will be considered by the Principal or his/her delegate (ie a member of the leadership team), and will be dealt with on a case by case basis.

All reports of cyber bullying and other technology misuses will be investigated and may result in a notification to Police where the School is legally obliged to do so.

Student who breach this policy will be subject to sanctions which may include, but are not limited to, the loss of computer / iPad privileges, detention, suspension, or expulsion from the School.

Staff who breach this policy will be subject to disciplinary measures.

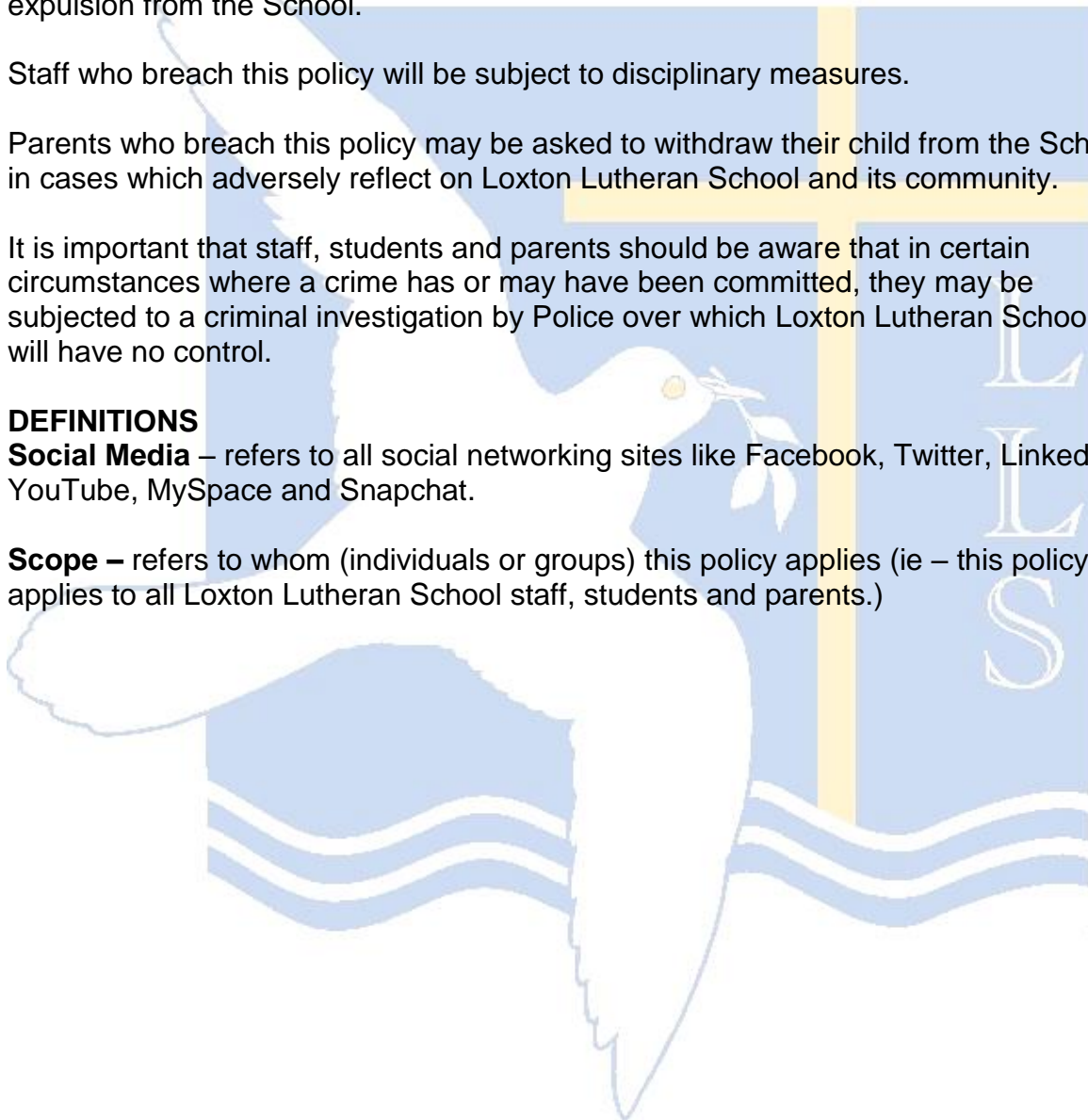
Parents who breach this policy may be asked to withdraw their child from the School in cases which adversely reflect on Loxton Lutheran School and its community.

It is important that staff, students and parents should be aware that in certain circumstances where a crime has or may have been committed, they may be subjected to a criminal investigation by Police over which Loxton Lutheran School will have no control.

#### **DEFINITIONS**

**Social Media** – refers to all social networking sites like Facebook, Twitter, LinkedIn, YouTube, MySpace and Snapchat.

**Scope** – refers to whom (individuals or groups) this policy applies (ie – this policy applies to all Loxton Lutheran School staff, students and parents.)



Ratified by LLS School Council on: 28/02/2017

The policy will be reviewed in 2020