

Holy Family is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

### Rationale

Holy Family Primary School recognises the importance of teachers, students and parents engaging, collaborating, learning and sharing through digital platforms and social media . These applications include but are not limited to: Compass, Webex, SeeSaw, Facebook, Google+,Twitter, YouTube, Blogs, Instagram, TikTok and other online tools through which people connect and share information. All members of Holy Family Primary School are expected to uphold the values of the school in all Social Media and Digital Platforms interactions. As an eSmart school, staff, students and parents will not act in such a way that the image of Holy Family Primary School is brought into disrepute nor in any way harms members of the school community. Therefore, it is expected Holy Family Primary School's staff, students and parents use Social Media and Digital Platforms in a respectful, responsible and safe manner. Social Media and Digital Platforms should not be used to insult, present offensive or inappropriate content or to misrepresent Holy Family Primary School or any member of the school community. Each of these actions can lead to cyberbullying.

### Aims

Holy Family Primary School aims to:

- Allow our community to be informed about activities and achievements through a widely used forum.
- Build our school community by building our school spirit.
- Promote a positive image for our school and celebrate the highlights of our school community.
- Develop our school community's understanding of social media and to make connecting with our school more convenient for our families
- To set standards of behaviour for the use of Social Media and Digital Platforms that are consistent with the school philosophy and values of Holy Family Primary School
- To protect the safety and wellbeing of teachers, students and the school community.

If, however, there is a breach of the Holy Family Primary School Social Media and Digital Platforms Policy, the school will undertake restorative action to be dealt with on a case by case basis. All reports of cyberbullying and other technology misuses will be investigated fully and may result in a notification to police where the school is required to do so.

### Implementation

The use of digital technologies within our school by staff and students at Holy Family is underpinned by the following principles and understanding:

- that digital technologies provide valuable opportunities for staff and students to collaborate, connect and create with peers, colleagues, experts and the wider community
- that online behaviour will at all times demonstrate respect for the dignity of each person in the community

- users will behave in a manner that is ethical when using the internet and network services (even for personal communication)
- the Catholic beliefs and ethos of the school, and professional expectations and standards required by teachers are demonstrated in the way the technologies are used
- inappropriate online behaviour, including cyberbullying, will not be tolerated.

### **Expectations of users**

All students, parents and staff at Holy Family are required to use social media in accordance with this policy. Any use of social media that may be questionable, offensive, and controversial or against the Catholic ethos is unacceptable.

### **PARENT GUIDELINES**

Digital Platforms and social media open up communications between students, parents and teachers. This kind of communication and collaboration has a positive impact on learning and wellbeing when used correctly. The school encourages parents to participate in, when appropriate, but requests parents to act responsibly and respectfully at all times, understanding that their conduct not only reflects on the school community but will be a model for our students as well.

Parents should adhere to the following guidelines:

- When using school digital platforms parents are expected to comply with the same Using Technology - Digital Technologies Agreement as students.
- If parents are invited to use a digital platform they will be made aware of and adhere to the protocols for that platform. Eg Webex, SeeSaw.
- Parents monitor their children's online social media activity and read the terms and conditions of various social media sites and applications their children are interested in using. Parents need to be aware that many of them have age restrictions for their use. Eg Facebook, Instagram and Gmail are all restricted to those 13 years of age and above.
- Parents be aware that they are in breach of terms and conditions if they set up a personal account for their children to use if they knowingly understand that age restrictions apply.
- Before uploading photos, audio or video, parents seek appropriate permission from any individual involved. This most particularly applies in relation to the privacy of the staff and other students of Holy Family Primary School.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Be conscious of the fact that expert advice given is that all users of Social Media and Digital Platform sites should do whatever they can to not identify any child by name or associate them with a particular school.
- Parents will be asked to sign a consent form, Photography and videoing procedure, for students at the beginning of each year. This form allows the school to use photographs and videos of their children on social media.
- Parents will not attempt to destroy or harm any information online.
- Parents will not use classroom social media and digital platform sites for any illegal activity, including violation of data privacy laws.
- Parents are highly encouraged to read and/or participate in social media and digital technology activities. Parents should not distribute any information that might be deemed personal about other students participating in the social media and digital technology activities. This includes photographs.
- Parents should not upload or include any information that does not also meet the student guidelines above.
- Parents should not participate in spreading false or unsubstantiated rumours or false information in relation to Holy Family community and its members.
- Parents assisting with classroom activities should not make use of social media and digital platform sites while involved in such activities.

## STAFF GUIDELINES

Social Media and Digital Platforms in relation to staff relates to Compass, Webex, SeeSaw, Facebook, Google +, Twitter, YouTube, Blogs, Instagram, blogs, wikis, podcasts, digital images and video and other online tools through which people connect and share information.

- Staff must comply with all DET Policy and Procedures
- Online behaviour should at all times demonstrate school philosophy and values of respect, responsibility and safety.
- Social networking sites such as Facebook or Instagram must not be used by staff as a platform for learning activities with students. Staff should not accept students as 'friends' on their own social network sites or interact with students on social networking sites.
- Staff and student online interaction must occur only in an educational context.
- Staff are advised to NOT accept ex-students or parents of current students as friends on personal Social Media sites.
- Staff must not discuss students or colleagues or publicly criticise school policies or personnel on social networking sites.
- Staff are personally responsible for content they publish online. Staff need to be mindful that what they publish will be public for a long time.
- Staff online behaviour should reflect the same standards of honesty, respect, and consideration consistent with the standards that apply on school premises and in accordance with the school's values and ethos.
- The lines between public and private, personal and professional are blurred in the online world. If staff identify themselves online as affiliated with Holy Family Primary School, they need to be aware that they are, by definition, representing the entire school community. Staff should ensure that content associated with them is consistent with their work at the school and the school's values and ethos.
- Staff should not participate in spreading false or unsubstantiated rumours or false information in relation to Holy Family community and its members.
- When contributing online staff should not post confidential student information.
- Staff should visit their profile's security and privacy settings on social networking sites. At a minimum, staff should have all privacy settings set to 'only friends'.

## Managing change and issues arising

We acknowledge that technology changes rapidly. If any member of the Holy Family community has a concern or question pertaining to Social Media and Digital Platforms or Social Networking sites, this should be directed to the Principal.

Parents, students and staff who have a complaint or issue arise from Social Media and Digital Platforms should contact the Principal.

## Definitions

**Social Media and Digital Platforms** refers to the means of interactions among people in which they create, share and exchange information and ideas in virtual communities and networks.

Social Media and Digital Platforms refers to all social media and digital technology networking sites. These sites include, but are not limited to Seesaw, Compass, Webex, YouTube, Facebook, Twitter LinkedIn, Google+, Instagram, TikTok, SMS, and includes emails and SMS.

**Bullying** refers to repeated oppression, physical or psychological, of a less powerful person by a more powerful person or group.

**Cyberbullying** refers to covert psychological bullying, conveyed through social media and digital platforms. It is verbal or written (flaming, threats, racial, sexual or homophobic harrassment) using various digital and technology platforms.

**Harassment** refers to any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcome or offensive to a person.

**Computer** is either a desktop or portable laptop device that performs processes, calculations and operations based on instructions provided by a software or hardware program.

**Device** refers to a unit of physical hardware or equipment that provides one or more computing functions within a computer system. It can provide input to the computer, accept output or both. Typical hardware includes a computer mouse, speakers, printer and microphone.

**Email** means the system that enables users to send data over the internet using computers and mobile devices.

**Internet** means the system of interconnected networks that connects computers for data transmission and storage.

**Intranet** refers to a local system of computers enabling students and staff to communicate and share information within their school community.

**Network services** means the facilities and resources located on and delivered via a computer-based network, including communication systems, internet and intranet services, mobile devices, electronic mail, web services, printer services, database services, back-up services, file services and network management services.

**Parents** includes parents, guardians and carers.

**Social networking** means web-based services that allow individuals to create their own online profiles and communicate with each other by voice, chat, instant message, image sharing, video conference and blogs in a virtual community.

**Staff** means salaried, voluntary and contracted persons.

**Students** means those students enrolled at Holy Family.

## Evaluation

This policy will be reviewed by staff as part of the school's review cycle.

### Related Policies-

- Anti-Bullying Policy
- Child safety policies
- Codes of conduct for students, parents and staff
- Data Breach Policy
- Managing Complaints and Grievances Policy
- Privacy Policy
- Acceptable Use of Digital Technologies Agreement
- Student Behaviour Policy

Ratified: Nov 2021

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