

YIDARRA CATHOLIC PRIMARY SCHOOL COMMUNICATION POLICY: SOCIAL MEDIA

1. Yidarra CPS recognises the growth of social media within our society and the important role it plays in communication today. The school also recognises the availability and sharing of information on a global level poses a heightened risk of exposure to inappropriate and offensive material.

2. Definitions

Social media tools are defined in this policy as all online media that allow users' participation and interaction. Some common examples are:

- Social networking sites, e.g. Facebook, myspace, bebo, friendster, whatsapp
- Video and photo sharing web sites, e.g. Flickr, youtube, instagram, vimeo, snapchat, hyper
- Micro-blogging and activity stream sites, e.g. Twitter, jaiku.
- Blogs and blogging platforms, e.g. Wordpress, blogger, tumblr
- Forums and discussion boards, e.g. Pinterest
- Online encyclopedias, e.g. Wikipedia
- Any other web sites that allow individual users or companies to use simple publishing tools, e.g. Wikis

3. Students

Students are required to follow the **YIDARRA CPS ICT ACCEPTABLE USE POLICY** that can be found on the school website under **POLICIES**.

4. Staff

Social media guidelines apply to all staff, Board and committee members, student teachers and volunteers utilising the school's ICT network or engaging in activities that relate to the operations of the school. The staff of Yidarra CPS will at all times maintain a professional relationship with students based upon the students' best interests. Staff will be active role models for students in being good digital citizens. In order to avoid ethical and legal risks, all Yidarra staff must comply with the **YIDARRA CPS STAFF GUIDELINES FOR THE ETHICAL USE OF SOCIAL MEDIA (APPENDIX I)**.

5. School Community

The **YIDARRA CPS FACEBOOK GUIDELINES** form part of this Social Media Policy (**APPENDIX II**). These guidelines are available on the school website page for all users.

6. Inappropriate use of Social Media

Yidarra CPS will not permit inappropriate use of social media by staff, students or community members including:

- 6.1. Breach of the school's mission and values.
- 6.2. Plagiarism or breach of copyright when using or repurposing material.
- 6.3. Excessive time used browsing social media applications at school leading to a decline in productivity.
- 6.4. Inappropriate use of language or images that portray the school in a poor light or are illegal.
- 6.5. Actions that bring the brand and reputation of the school into disrepute.
- 6.6. Representing themselves as someone else either within the school or outside of the school.
- 6.7. Making promises or statements regarding the school's operations that are misleading, fraudulent or false.
- 6.8. Disclosing personal information relating to students, staff or volunteers, or official information that is confidential or commercial-in-confidence.
- 6.9. Use of social media to defame, bully or discredit an individual, group or organisation. Yidarra has a strong Anti-Bullying policy which is available on the school website.
- 6.10. Conducting private business.
- 6.11. Using discriminatory, defamatory, abusive or otherwise objectionable language in content.
- 6.12. Accessing, downloading or transmitting any kind of sexually explicit material, violent images including graphic images of blood or gore.
- 6.13. Accessing, downloading or transmitting information on the use and construction of weapons, explosives and other tools of violence or terrorism.
- 6.14. Accessing, downloading or transmitting any material deemed to be illegal under WA or Australian law.
- 6.15. Accessing, downloading or transmitting hate speeches and overt racism; material extolling the inherent or moral superiority or inferiority of a particular race, ethnic group, or sexual orientation; racial epithets; or religious bigotry.
- 6.16. Compromising the privacy of any person.
- 6.17. Attempting to gain unauthorised access to the computing resources of other staff or students within the organisation.
- 6.18. Disruption of the integrity of the school's data or information services.
- 6.19. Making a statement that might bring the school into disrepute.
- 6.20. Committing the school to an action or initiative without appropriate authority.
- 6.21. Disclosing official information without the authority to do so
- 6.22. Not complying with laws covering libel, defamation, privacy and the protection of intellectual property.
- 6.23. Statements that might be interpreted as being in contravention of the teachings of the Catholic Church.

7. PRIVACY

7.1. Privacy Policy

The privacy of Yidarra CPS students, families and staff is very important to us. The school is bound to the Commonwealth Privacy Act. On 12 March 2014, substantial changes to the existing Privacy laws came into effect with the introduction of thirteen (13) Australian Privacy Principles. These can be found at www.legislation.act.gov.au/a/2014-24/current/pdf/2014-24.pdf

7.2. Yidarra Collection Notice

The School Enrolment Form, completed by the parents of all incoming students, includes the **Yidarra Collection Notice**, which addresses the school's disclosure of personal information in accordance with the new Privacy Laws (2014). The school Collection Notice can be found on the school website under **ENROLMENTS**.

7.3. Yidarra CPS Social Media: "Use of children's Images on School Publications" Permission Form

The school recognises that social media provides additional risks in relation to privacy principles and has developed a **Yidarra Publications Collection Permission Form** to provide explicit permission for use of images on any school publication. This form is found in **APPENDIX III**.

8. AGREEMENT

8.1 Enrolment Agreement

On enrolling child/ren at Yidarra, parents/guardians agree to abide by policies and directions of Yidarra and the Catholic Education Commission of Western Australia.

APPENDIX I YIDARRA CATHOLIC PRIMARY SCHOOL STAFF GUIDELINES FOR THE ETHICAL USE OF SOCIAL MEDIA

Yidarra Catholic Primary School recognises that social media provides a great opportunity to collaborate and communicate with school families and to enhance learning opportunities for students. At all times Yidarra teachers and support staff have a legal obligation to develop and maintain professional relationships based on the best interests and safety of our students. All teachers and support staff are required to follow these guidelines in social media communication and activity:

1. As a Yidarra CPS employee, you are viewed as a role model to students, parents and the community. Think carefully about how you represent yourself when using social media. Even in your private space many consider you as representing the values of the school.
2. Exercise good judgment following principles of ethical behaviour.
3. Use appropriate professional language in all communication.
4. Carefully consider the tone and content of all posts.
5. Keep your private and professional use of social media separate.
6. Students or Parents are not be invited to your personal social network sites.
7. Invitations from students or parents to their personal social networking sites are not to be accepted.
8. You should not respond to personal requests for help or advice from students through social media. It is not the appropriate forum for sensitive issues.
9. All online spaces set up for the school's purposes need to be approved by the Principal of the school to avoid legal/ethics issues and to monitor content.
10. All school social media communication should be through the P&F official Facebook page, the individual Class Pages created by classroom teachers or by sending an email via the administration desk.
11. Use privacy settings to ensure that your personal information is kept private. Be aware that your friends can tag and share your information, providing a wider audience than you intended.
12. Images of a student **must never** be posted on a social media site without **explicit** permission from the student's parents in accordance with the new Australian Privacy Principles (2014).

APPENDIX II YIDARRA CATHOLIC PRIMARY SCHOOL COMMUNITY FACEBOOK GUIDELINES

When creating and setting parameters for any Facebook page associated with Yidarra Catholic Primary School, the following introduction is to be used:

Welcome to the Yidarra P&F Facebook page. We encourage past, present and future families, friends and staff of the school to interact with the school through our online forum. We welcome your thoughts, news and experiences. By following the guidelines below, all members of our online community will feel welcome and valued.

1. **RESPECTFUL:** *it is important that all members of the community are treated with dignity and respect. The use of hostile or obscene language, or making negative comments about students, families or staff at the school is unacceptable. This is a page for supportive conversations and is not a forum for debating controversial or personal issues.*
2. **FAMILY-FRIENDLY:** *our Facebook page has users that are under 18 years of age. Explicit language and images have no place here.*
3. **RELEVANT:** *please attend to, and remain on, the topic of discussion. Off-topic personal conversations that have no relevance to the post should stay on your personal Facebook page.*
4. **NON-COMMERCIAL:** *the school does not accept posts of a commercial nature on our Facebook page and these will be deleted.*
5. **LEGAL:** *please be aware of copyright laws, intellectual property rights and the privacy law when posting, sharing and commenting. The school will delete posts that contain discriminatory or defamatory posts that relate to ethnicity, religion, gender, disability, sexual orientation or belief; or that encourage illegal activity. All actions on this page are subject to the Facebook Terms of Service.*
6. **MONITORING:** *The P&F Executive Committee will be responsible for the monitoring of this site according to these guidelines. A delegate of the Executive may be charged with this task if required.*
7. **IMAGES TAKEN AT SCHOOL EVENTS:** *Yidarra CPS understands that Parents and Guardians attending school events may want to take photographs or video of their child. Please respect that other families may not want their child's image taken so please refrain from taking photographs of other students. The new Australian Privacy Principles, which underpin the school's Social Media Policy, require that an image cannot be published, or posted online, without the individual's explicit permission. We ask that our families support our efforts to safeguard all students by complying with this legal requirement.*

APPENDIX III YIDARRA CATHOLIC PRIMARY SCHOOL PERMISSION FOR USE OF IMAGE ON SCHOOL PUBLICATIONS

With the introduction of new Australian Privacy Principles (2014), Yidarra CPS is working hard to ensure that our school meets best practice in regards to use of our students' images in media and communication. All families are required to sign a form at the beginning of each scholastic year on Use of Images for School Communications, however, with the emergence of our School Website and P&F Facebook page as central and popular forms of communication, we would like to ensure that we have clear permission from all families for use of images on these sites.

Student images will always reflect the school values and may be posted on the school website page for:

1. School events including but not limited to Yidarra Mercy Week and school Masses
2. Yidarra CPS Cultural events including but not limited to School Productions and Catholic Performing Arts Festival
3. Academic programs
4. Leadership activities
5. Sporting events
6. Student achievements

In most cases, student images will be part of a group and no identifying information will be included. For individual images, the school will use the student's first name and year group only, if required, with the exception being when sharing a post from external media where the student's full name may have been used.

On some occasions, pictures are also taken of school parents/guardians. The school will at all times ask those family members involved for verbal permission for use on school publications.

All families in the school are asked to complete the Permission Slip **"Use of Children's Images on School Publications"** contained in this Appendix.



Yidarra Catholic Primary School

HOMework POLICY

Our beliefs:

Regular homework is a valuable aspect of the learning process and promotes sound and independent work habits. It is an extension of classroom learning and provides a link between home and school, providing an avenue of communication and affirmation. Parents should encourage pride and a positive attitude towards homework and show interest rather than concern. Failure to complete homework is dealt with at the discretion of the teacher.

Our Principles: (Adapted from Dept of Ed WA: Homework Policy, Feb 2014)

Homework should...

- Be, first and foremost, be the responsibility of the home.
- Support the development of the student as an independent learner.
- Ensure high levels of motivation and success.
- Consolidate what has been taught, rather than introduce new concepts.
- Further the partnership between home and school.
- Be considerate of family and recreational time.
- Be part of a whole school approach to learning.
- Respond to individual and family needs.
- Be relevant and supported by classroom practice.
- Be separate to the school discipline practices.

TIME ALLOCATION

Homework is set for completion between Mondays and Thursdays and is phased in gradually as students move through school.

The time allocation per day is as follows:

PP	Book sharing	as attention allows
Year 1	Shared Reading, Literacy and/or Numeracy	10 minutes
Year 2	Shared Reading, Literacy and/or Numeracy	15 minutes
Year 3	Literacy and/or Numeracy	15 minutes
Year 4	Literacy and/or Numeracy	20 minutes
Year 5	Literacy and/or Numeracy	20 minutes
Year 6	Literacy and/or Numeracy	30 minutes

- Reading for pleasure to establish sound reading habits for Years 3 to 6 for 15-30 minutes per evening is not seen as "homework" and is additional to the above time allocation.
- At the end of the allocated time limit, children may stop, regardless of completion. Parents are encouraged to advise teachers if time is insufficient, so that homework allocation can be adjusted.
- Homework will **not** be set for children over school holidays, who are sick or who are going away during term. For children travelling we suggest (a) reading (b) journal writing (c) practical mathematics eg kilometres travelled.

ROLE OF THE PARENT

- Provide a quiet area where the child feels comfortable.
- Provide a routine time block, taking account of other activities.
- Provide equipment, eg pencils, separate to what the child has at school.
- Offer guidance, but NOT solve content problems.
- Teachers may, from time to time, ask parents to check homework for errors.

ROLE OF THE TEACHER

- To set homework in accordance with the school's homework policy.
- To maintain a record of homework completed.
- To provide feedback to the student on homework.