



Social Media Guidelines

1. Rationale:

The purpose of these guidelines is to enable teachers, support staff, students and our community to communicate in an effective way using the value of social media. This must be balanced with our responsibility to safeguard our community.

Te Puna Wai o Waipapa - Hagley College recognises that social media offers a great opportunity for collaboration and communication within a community and can enhance learning opportunities for students as well as promotion of our kura.

2. Purpose:

The Board seeks to ensure the safety of its community in regards to the use of social media. This includes:

- Ensuring that the reputation of the school, its staff and students is protected
- Ensuring that we protect our students' and staff safety online
- Ensuring that any users are clearly able to determine that information provided by the school via social media is representative of the school

3. Scope

The wider Te Puna Wai o Waipapa - Hagley College.

4. Definition:

Social media includes any web site or application (app) in which visitors are able to publish content to a larger group.

Content shared may include, but is not limited to, personal information, opinions, research, commentary, video, images, graphics and information about the College. Examples of such destinations include Facebook, Instagram, Twitter, Youtube, Snapchat and TikTok, Pinterest and LinkedIn. Blogs, special interest forums, user communities and the comments pages on news sites are also considered social media.

5. Guidelines for teachers and support staff

At all times teachers and support staff should engage in professional, ethical and respectful relationships with colleagues, parents and with students.

As employees of the College are viewed as role models to students, parents and the wider community. All members of staff should be mindful that information they share through social networking applications, even if they are on private spaces, are still subject to the Harmful Digital Communications Act 2015. Staff must also operate in line with the Te Puna Wai o Waipapa - Hagley College Cyber Safety Agreement.

All teachers and support staff should follow these guidelines in social media communication and activity:

- Think carefully about how you represent yourself when using social media. Even in your private space you are considered by many to be representing the values of our school. Do not make any posts that could damage the school's interests or reputation.
- Exercise good judgment following the principles of ethical behaviour.
- Use appropriate professional language in all communication.
- Carefully consider the tone and content of all posts.
- Keep your private and professional use of social media separate.(As a general rule, do not communicate any information about (or on behalf of) the College, its staff or students)
- Do not invite students to your personal social media sites.
- Do not accept invitations from students to their personal social media sites
- Do not respond to personal requests for help or advice from students through social media. It is not the forum for sensitive issues.
- All online spaces set up for social media purposes, on behalf of the College, need to be approved by the designated content manager to avoid legal/ethical issues and to monitor content.
- You are encouraged to 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.
- Images of students must never be posted on a staff member's personal social media site without explicit permission from the student or student's parents as required in accordance with the New Zealand Privacy Act 2020.
- Any inappropriate comments on or abuse of school-sanctioned social media must not be responded to by an individual but reported to a member of SLT so it can be removed.

6. School approved communication platform

All school communications should be via Office 365



Te Puna Wai o Waipapa - Hagley College Digital Citizenship Agreement

Please read this agreement carefully and complete both sections.

SECTION 1: PERSONAL DEVICE ACCESS / HOME CONNECTIVITY

STUDENT NAME:

1. I have access to a personal device for remote learning at home [not a cellphone] : YES. / NO
2. I can bring a personal device to school [not a cellphone] : YES. / NO
3. There is internet connectivity at home : YES. / NO

SECTION 2: DIGITAL CITIZENSHIP

I have read and accept this agreement.

Student signature:

Parent signature:

Date:

Te Puna Wai o Waipapa - Hagley College's Digital Citizenship Agreement is based on these values. The Agreement is designed to keep ourselves and others safe whilst using digital devices while enrolled at school.

Te Puna Wai o Waipapa - Hagley College's values are:

- Whakamarumaru (Responsibility)
- Whakawhirinaki (Trust)
- Mana (Respect)
- Tika (Integrity)

Digital Citizenship encompasses digital: access, literacy, communication, security, etiquette, rights and responsibilities, commerce, health and wellness, and law.

The term 'digital device' refers to all digital technologies including, but not limited to, computers, tablets, music devices, cell phones, cameras, USB drives. This digital device may be owned and maintained by the College or by an individual student or staff member of the College.

When using digital devices, I am responsible and act with integrity. I must not use a digital device at any time to upset, offend, harass, threaten, defame or harm anyone. I will not undertake any activity that may bring harm to individuals or bring the College into disrepute.

1. I will avoid any involvement with material or activities which could put at risk my own safety, or the safety, privacy, reputation or security of the school or other members of the school community.
2. I will not allow anyone else to use my password nor will I use anyone else's.
3. I will not misrepresent myself or others. I understand that I am responsible for actions undertaken in my name.
4. I will not breach a person's right to privacy by posting, publishing or releasing any personal information, including images or video without their express permission. This includes the use of social media sites.
5. I will not plagiarise or pass off others' work as my own. I will fully acknowledge the origin and ownership of materials I use, as appropriate.
6. I will not breach New Zealand Copyright Law by downloading, copying, sharing, saving or distributing copyright material such as music, videos, games or programmes in any form.
7. I will not save, copy or distribute illegal or non-educational material.
8. I will not use my cell phone or other device in lessons, unless the teacher gives me their express permission.
9. I will not make any attempt to bypass security, monitoring and filtering that are in place at school.
10. I will not access or attempt to access inappropriate or objectionable material or sites restricted for my age. If I accidentally access inappropriate material or receive inappropriate material, I will immediately inform my teacher **and** the eLearning Leader or a member of the College's ICT Services Team.
11. I am responsible for the security and safety of my own digital devices and the data that is kept on them.

I will respect all technology and systems and treat them with care.

1. I will not intentionally disrupt the smooth running of any school technology systems.
2. I will not tamper with school technology, nor attempt to gain unauthorised access to any technology or College ICT system.
3. I will use the internet fairly.
4. I will respect the property of others.
5. I will report any breakages/damage to school or others' technology to the College ICT Services Team and the class teacher.

I understand that:

1. I am accountable for my actions, and the College can monitor my digital technologies activity at any time.
2. Te Puna Wai o Waipapa - Hagley College's computers are provided to students for educational use.

3. Te Puna Wai o Waipapa - Hagley College will, wherever and whenever possible, filter and screen any inappropriate (including dangerous and illegal) material but I as the end user will need to exercise judgement in accessing only educationally appropriate materials.
4. The data held on any digital device that I use (College or personally owned) may be searched when requested by the Director of Infrastructure and ICT.

Breaches or suspected breaches of the terms of this agreement will be investigated and may lead to disciplinary action. If you have any questions about this Digital Citizenship Agreement, you may contact the Director of Infrastructure and ICT.

By signing this agreement, you are agreeing to follow school's social media policy.

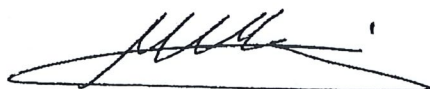
Signed: _____

Student: _____

Parent: _____

Date: _____

Approved by:



Designation: _____ BOT Chair _____

Date Approved: _____ 29 November 2022 _____

Review Date: _____ November 2024 _____