

**Vision**

Dream, Inspire, Act.

**Mission**

Genesis Global School aims to nurture all students to become resilient and confident learners as socially responsible leaders serving diverse communities and cultural contexts.

**Policy Monitoring**

Date of review: September 2023

Reviewed by: Principals and Administrative head.

Date of next review: June 2024

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

## POLICY FOR SOCIAL MEDIA RESPONSIBILITY

**Purpose: to ensure social media as related to GGS is used in a responsible manner for educational purposes.**

### **STUDENT GUIDELINES**

When using Social Media, students are expected to ensure that they:

- Read and agree to the terms and conditions of various Social media sites as 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.
- Are aware of, and responsible for, what they are posting online and are aware and accept Social Media sites and applications are public forums.
- Are not permitted to join a staff member's areas on networking sites. The student's parents will be informed if this happens. Appropriate action will be taken.
- Will not access social networking sites during the school hours.
- Respect the rights and confidentiality of others.
- Do not impersonate or falsely represent others.
- Do not bully, intimidate abuse, harass or threaten.
- Do not make defamatory comments towards others
- Do not use offensive or threatening language or resort to personal
- Do not harm the reputation of Genesis Global School or those within its community.
- Do not upload Stories, video, audio or photographs of any member of the Genesis Global School community (student, parents or staff) without express permission.
- Content stories that fit as per GGS Branding guidelines will be reshared by the GGS Official instagram handle

### **PARENT GUIDELINES**

Classroom blogs and other Social Media tools open communication between students, parents and teachers. This kind of communication and collaboration can have an impact on learning at Genesis Global School. The school encourages parents to participate in such activities when appropriate but requests that parents 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:**

- Be aware that many Social Media sites have age restrictions that **may have** implications for their primary aged children. Parents need to monitor their children's online social media activity and read the terms and conditions of Social Media sites and applications their children are interested in using. Parents need to be aware that many of sites have age restrictions for their use. Eg Facebook, Instagram and Gmail are all restricted to those **13 years of age and above**.
- 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 need to seek appropriate permission from any individual involved. This most particularly applies in relation to the privacy of the staff of Genesis Global 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 sites should do whatever they can to not identify any child by name or associate them with a particular school.
- Parents should not participate in spreading false or unsubstantiated rumors or false information in regards to the Genesis Global School community and its members.
- Parents assisting with classroom activities should not make use of social media sites while involved in such activities.
- For Instagram Story resharing, Parent account needs to be public and Genesis Official Instagram handle needs to be tagged in the story so that It can be reshared.
- Please note that Content stories that fit as per GGS Branding guidelines will be reshared by the GGS Official instagram handle

**STAFF AND TEACHER GUIDELINES**

Social Media in relation to staff and teachers relates to blogs, wikis, podcasts, digital images and video, instant messaging and mobile devices.

- Any information relating to Genesis Global School, needs to be shared via school's social media handle directly rather than sharing it individually.
- Staff are personally responsible for content they publish online. Staff need to be mindful that what they publish will be public information.
- 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 to accept parents of current students as friends on personal Social Media sites.
- Staff must not discuss students or colleagues or publicly criticize school policies or personnel on social networking sites.
- While staff have permission to post photographs of students to the school website they do not have permission to post details that would identify any child.
- The lines between public and private, personal and professional are blurred in the online world. If staff identify themselves online as affiliated with Genesis Global School then 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 rumors or false information in regards to the Genesis Global School 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'.
- Staff should be aware that it is common for potential employers to search social medial sites as part of their screening process and therefore should post appropriately.