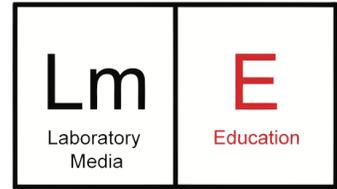


Created by: W. Wilson
Initiated: 1st March 2017
Reviewed: 11/03/2022
Review Date: 1st March 2024



Internet - e-safety

Guidelines for the use of social networking sites by staff:

- Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests.
- Do not initiate friendships with students
- Remember that people classified as “friends” have the ability to download and share your information with others.
- Post only what you want the world to see. Imagine your students, their parents, your administrator, visiting your site. On a social networking site, once you post something it may be available, even after it is removed from the site.
- Do not discuss students or co-workers or publicly criticise school, policies or personnel.
- Visit your profile’s security and privacy settings. At a minimum, educators should have all privacy settings set to “only friends”. Your privacy and that of your family may be a risk.

Guidelines for the use of educational networking sites by staff:

- Let your administrator, fellow teachers and parents know about your educational network.
- When available, use school-supported networking tools.
- Do not say or do any thing that you would not say or do in as a teacher in the classroom. (Remember that all online communications are stored and can be monitored.)
- Have a clear statement of purpose and outcomes for the use of the networking tool.
- Establish a code of conduct for all network participants.
- Do not post images that include students without parental release forms on file.

- Pay close attention to the site's security settings and allow only approved participants access to the site.

Guidelines for all networking sites by staff:

- Do not use language deemed to be defamatory, obscene, proprietary, or libellous. Exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations.
- Weigh whether a particular posting puts your effectiveness as a teacher at risk.
- Due to security risks, be cautious when installing the external applications that work with the social networking site. Examples of these sites are calendar programs and games.
- Run updated malware protection to avoid infections of spyware and adware that social networking sites might place on your computer.
- Be careful not to fall for phishing scams that arrive via email or on your wall, providing a link for you to click, leading to a fake login page.
- If a staff member learns of information, on the social networking site that falls under the mandatory reporting guidelines they must report it as required by law.