

Student's Personal Social Media Usage Guidelines



How students conduct themselves online is very important. Personal social media posts made by students should be respectful of others and keep in mind relevant laws, Mobile Devices and BYOD Policies as well as the NCS Student Code of Conduct.

When using personal social media accounts, you should ensure the following DOs and DON'Ts:

- **DO** safeguard your own social media accounts with the highest security settings available to minimise the risk of unauthorised third-party access
 - **DO** take into account your digital footprint, as it is not erasable - what you do today may impact on you tomorrow
 - **DO** comply with related policies, which include the Privacy Policy, Child Protection Policy and Staff Code of Conduct
 - **DO** respect the privacy of fellow students, staff members, parents/carers and other key stakeholders, such as contractors, suppliers and board members
 - **DO** obtain permission from others before posting video or photos of them online
 - **DO** remove a video or photo from your social media if requested by the person in the video/photo
 - **DO** consider the impact of any social media content on your own future career or that of your friends (e.g. 'liking' a questionable page)
 - **DO** remember that your comments can easily be reported or passed on by another person, even when you believe your comments might be protected by a privacy or closed-group setting
 - **DO** report any instances of current students engaged in unacceptable online behaviour.
- **DON'T** share your personal information with those you don't trust or with who you have not met face-to-face
 - **DON'T** post images or information via your personal social media accounts about other students or staff members without their express permission
 - **DON'T** post school email addresses or confidential information about any member of the school community online
 - **DON'T** post material that could cause hurt, disrepute or embarrassment for staff of NCS, other students or their families
 - **DON'T** post material that is obscene, defamatory, threatening, discriminatory or hateful to another person or entity where they are in any way associated with the school (including other local schools and churches)
 - **DON'T** use the school's logo or create school-branded accounts which could be interpreted as representing the school
 - **DON'T** use your school email address to create social media accounts

AT ALL TIMES keep in mind that should the school's reputation be brought into disrepute, or another member of the school community be defamed or hurt by a comment or post you have made, the school may be forced to take action that could potentially result in your suspension or removal from the school. You could also be the subject of civil lawsuits or criminal charges, depending on the nature and the severity of your posts.