
HUMAN RESOURCES

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Staff Use of Social Media Procedures

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Policy

AFNORTH International School staff members shall know and respect proper professional boundaries with students in all forms of communication.

Procedures

1. Staff will model the social media behaviour expected from students.
2. Teachers should never share information with students in any environment that they would not willingly and appropriately share in a school or school-related setting or in the community.
3. Staff should maintain their professional persona by communicating with students electronically at appropriate times of the day and through established education platforms.
4. Staff should maintain a formal, courteous and professional tone in all communications with students to ensure that professional boundaries with students are maintained.
5. Staff should avoid exchanging private texts, phone number, and personal e-mail addresses or photos of a personal nature with students.
6. Staff should decline student-initiated 'friend' requests and not issue 'friend' requests to students.
7. Staff should notify parents/guardians before using social networks for classroom activities. Let them know about the platforms you use in your class to connect with students and consider giving parents access to group pages.
8. Examples of inappropriate electronic use of social media include:
 - 8.1 Making inappropriate online comments that lead to civil actions, such as defamation
 - 8.2 Disclosing confidential information about the school, students and/or colleagues
 - 8.3 Posting the work of others without proper attribution, raising copyright-violation issues
 - 8.4 Breaching a court-ordered publication ban
 - 8.5 Inciting hatred against an identifiable group
 - 8.6 Disclosing information about a student
 - 8.7 Using technology to harass a student, colleague or others
 - 8.8 Using a computer to lure a child
 - 8.9 Exchanging or forwarding compromising photos, videos or audio recordings of students/minors leading to charges of possession or distribution of child pornography.
9. Staff should understand privacy concerns, managing the privacy and security settings of personal social media accounts. Assume that information posted can be accessed or altered.
10. Staff should monitor regularly all content posted to social media accounts and remove anything that is inappropriate.
11. Staff should avoid online criticism about students, colleagues, employer or others within the school community.

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12. Staff should raise any concerns through their national channels.

Review

This policy will be reviewed in accordance with Policy 1020 Policy Development and Review.

Cross Reference
Policy 6030

Date Approved
8 November 2011

Legal Reference