



## Staff Social Media Policy

### Aims

- A. To safeguard the Kerry Street Community School community, its employees and most importantly, the safety and security of the school's students.
- B. To provide clear guidance to employees to ensure employees are aware of their social media responsibilities in the workplace and the possible consequences for breaching the policy.

### Scope and Application

This policy is available on the school website and will be supplied with the staff induction package at commencement of staff/volunteer's employment. It applies to:

- A. Employees
- B. Board Members
- C. Volunteers
- D. Contractors

### Definitions

- A. **Breach** – A breach of the Staff Code of Conduct occurs when a staff member:
  - 1. Disobeys or disregards a lawful order;
  - 2. Contravenes any section of the *School Education Act 1999* applicable to the employee;
  - 3. Is negligent or careless in the performance of his or her functions; or
  - 4. Commits an act of misconduct.
- B. **Misconduct** - Examples of typical acts of misconduct that may result in disciplinary action are:
  - 1. Improper use of official information for personal gain;
  - 2. Unauthorised use of school property for private purposes;
  - 3. Abuses of privileges of employment;
  - 4. Violence in the workplace;
  - 5. Use of abusive, insulting or obscene language;
  - 6. Misconduct due to alcohol or substance abuse;

7. Disregard for safety rules;
8. Dishonesty, theft or misappropriation of money;
9. Harassment or bullying; or
10. Inappropriate use of Social Media.

**C. Serious Misconduct -**

1. Conviction for an offence rendering the employee unfit for employment; and
2. Child maltreatment and/or child abuse.

## **Principles**

- A.** The School recognises that employees may use social media channels outside school hours in a private capacity; however, such use can still have a negative impact upon the school and the school wishes to ensure that employees take great care to avoid this by acting in the school's best interests when on-line at all times either on school or private equipment.
- B.** Employees must not use the school's computer systems to access social media channels, unless the access is for teaching, pastoral care or educational purposes and the employee has the permission of the Principal.
- C.** Employees may also be held accountable for any social media use both within and outside the school, on school owned or private equipment, where the school may be recognised and its name brought into disrepute.
- D.** Inappropriate use of social media against the employer or co-workers outside of work hours and/or excessive personal use of social media during work hours may, in certain circumstances, result in employees being dismissed for serious misconduct.

## **Responsibilities**

**A. Board**

1. Writing and updating this policy in consultation with relevant parties.
2. Read, understand and comply with this policy in addition to the school's Internet and Email Usage Policies. The above requirements apply regardless of whether access is restricted to a personal site or to selected persons only.
3. In cases of Principal misconduct, the Board will investigate.

**B. Principal**

1. Read, understand and comply with this policy in addition to the school's Internet and Email Usage Policies. The above requirements apply regardless of whether access is restricted to a personal site or to selected persons only.
2. Deal with all cases of inappropriate use of social media by staff in accordance with this policy.
3. Ensure all new employees are given a face-to-face induction to the school's policy as early in the year as possible.
4. Ensure all staff are reminded of their obligations and responsibilities as early as possible every year.

**C. All Staff**

1. Read, understand and comply with this policy in addition to the school's Internet and Email Usage Policies. The above requirements apply regardless of whether access is restricted to a personal site or to selected persons only.
2. Report misconduct, or suspicion of misconduct, of colleagues to Principal, or where the Principal is involved to the Chair of the Board.

**D. Administration Staff**

1. Maintain staff records.

**E. Community Members**

1. Report concerns of staff misconduct to the Principal, or where the Principal is involved to the Chair of the Board.

**Related Legislation**

- A. Copyright Act, 1968
- B. Copyright Amendment (Digital Agenda) Act 2000
- C. Copyright Amendment (Moral Rights) Act 2000
- D. Criminal Code Amendment (Cyber Predators) Act 2006
- E. Criminal Law Amendment (Intimate Images) Act 2018 (WA) – distribution of intimate images without consent
- F. Fair Work Act 2009
- G. Privacy Act 1988
- H. School Education Act 1999
- I. School Education Regulations 2000
- J. Teacher Registration Act 2012
- K. Teacher Registration (General) Regulations 2012
- L. Telecommunications (Interception and Access) Act 1979
- M. Telecommunications Act 1997.
- N. Working with Children (Criminal Record Checking) Act 2004

**Related Kerry Street Documentation**

- A. Procedures and Forms including:
  1. Staff Social Media Procedure and Rules
- B. Policies including:
  1. Child Safety and Well-Being
  2. Communication
  3. Concerns and Complaints
  4. Duty of Care

- 5. Email, Internet and Electronic Devices
  - 6. Human Resource Management
  - 7. Non-Discrimination and Anti-Harassment
  - 8. Records Management
  - 9. Privacy
  - 10. Staff Conduct and Discipline
- C. KSCS Values and Philosophy
  - D. Staff Code of Conduct
  - E. Staff Email and Internet Use Agreement

## Contact Person

Enquires relating to this policy should be directed to the School Principal or Board Chair.

## Breaches of this Policy

Breach of this policy may result in disciplinary action being taken against the employee. Disciplinary action may include limitation or removal of access to School Systems or termination of employment or a contractor's engagement with the School.

## Review and Authorisation

- A. Approved: September 2013
- B. Agreements were added as Attachments 30/06/2016
- C. To be reviewed August 2018
- D. Reviewed November 2020
- E. To be reviewed S2 2023

## Revision History

Date	Revision	Detail
November 2020	V.2	Name changed from Employee Social Media Policy to Staff Social Media Policy. Separation of Policy and Procedure. Edits to all sections.