

ST EUPHEMIA COLLEGE

K-12



STAFF SOCIAL NETWORKING POLICY

2014

1. Policy Statement

St Euphemia College supports its staffs' involvement in social media online applications such as social networking sites, wikis, blogs, microblogs, video, audio sharing sites and message boards that allow people to easily publish, share and discuss content. Social media provides an opportunity to:

- engage and interact with various audiences
- promote staff expertise

There is an expectation in the School that staff will abide by the following standards when using social media:

- always follow relevant School policies including the Code of Conduct and Privacy Policy
- do not act unlawfully (such as breaching copyright) when using social media
- make sure your personal online activities do not interfere with the performance of your job
- ensure that personal views are portrayed as your own personal views and not the views of the School
- do not disclose confidential information obtained through work.

2. Applicability

The terms and conditions contained in this Policy document apply to all employees including full time, part time, casual, temporary and support staff.

3. Rationale

This policy should be read with other related St Euphemia Policy and Procedure documents:

The St Euphemia Community acknowledges the importance of online social networking and social media in the educational context of St Euphemia College.

4. Roles and Responsibilities

All School staff are expected to follow this Policy and maintain high standards of moral and ethical behaviours.

5. Monitoring, Evaluation and Reporting Requirements

The Principal and the Executive staff are responsible for monitoring and evaluating the effectiveness of the Policy and its accompanying Procedures.

6. Policy Review

This Policy will be updated as required.