



## 1. INTRODUCTION

- 1.1 Online communication and social media tools are important channels that enable Al Siraat College (the College) to engage with parents, staff members, students, contractors, and other stakeholders about its activities.
- 1.2 Social media can be, when appropriate, an effective educational and social tool and is used by the College community to express their views, comments, ideas and criticism on a whole range of issues.
- 1.3 It is expected that students and staff will uphold the Islamic ethos of the College in all Social media interactions. The College is therefore committed to establishing a culture of openness, respect, trust and integrity in our online activities.

## 2. PURPOSE

### 2.1



- (iii) Remember whatever you publish on your personal account is yours and can have consequences for you personally.
- (iv) Be respectful, play fair and be considerate. Remember what you say can easily become public and everything is permanent — even if you delete it!
- (v) Be original and respect copyright.
- (vi) Use discretion, and take care not to publish information that should not be made public. If you aren't 100% sure, seek advice.

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- 7.3 You must respect a person's professional and personal environment and must not harass other people online.
- 7.4 Whether or not you can be identified on Social media as connected with the College, you must:
- (a) act with integrity;
  - (b) be respectful; and
  - (c) never reveal confidential information.
- 7.5 Where your comments or profile can identify you as a student, parent, staff member, contractor or volunteer of the College (for example: LinkedIn or Facebook profiles):
- (a) you must:
    - (i) only disclose and discuss publicly available information;
    - (ii) ensure all content published is accurate and not misleading, and complies with all relevant policies of the College;
    - (iii) expressly state on all postings - identifying you as student, parent, staff member, contractor or volunteer, the stated views are your own and are not those of the College;
    - (iv) be polite and respectful to all people with whom you interact; and
    - (v) adhere to the terms of use of the relevant Social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws and departmental policies.
  - (b) you must not:
    - (i)





14. RELATED POLICIES AND PROCEDURES

14.1 The behaviour of staff, volunteers, students, parents and contractors online must be consistent with other College policies and procedures, including:

- (a) Anti-Bullying Policy.
- (b) Child Safety Code of Conduct.
- (c) Child Safety Policy.
- (d) Electronic Communication Acceptable Use Policy.
- (e) ICT Responsible Use Policy.
- (f) Parent Code of Conduct.
- (g) Student Behaviour Management Policy.
- (h) Student Code of Conduct.
- (i) Student/Parent iPad Contract.

15. MONITORING AND REVIEW

This policy will be reviewed as part of the College's three-year review cycle.

16. DOCUMENT HISTORY

Date	Author	Version	Change Reference
March-2014	Andrew Houghton	1.0	