



<b>Policy Name</b>	<b>School Social Media Policy</b>
<b>Related Policies and Legislation</b>	Privacy Policy Staff Code of Conduct Student Code of Conduct Parent Handbook Volunteer Handbook Student Handbook
<b>Policy Category</b>	Communication
<b>Relevant Audience</b>	All Treetops Community
<b>Date of Issue / Last Revision</b>	16 June 2016 27 October 2016 31 March 2022
<b>Date Set for Review</b>	March 2025
<b>Person/s Responsible for Review</b>	Treetops Administration

## School Social Media Policy

### Purpose

The purpose of this policy is to inform and guide the way Treetops' parents use and interact with social media where there is a connection with the school.

This policy has been developed to protect the school's students, staff, assets, and reputation through clear protocols for use of social media in official and personal capacities. In addition, the policy is in place to set standards for social media use which are consistent with the broader values, mission, aims, and expectations of the school's community.

The policy covers the use of social media by parents in a personal capacity in relation to school matters.

### Statement of Context

The school recognises that employees, students, and their parents may use social media channels outside school hours both in a professional or private capacity; however, such use can still have a negative impact upon the school. Treetops wishes to ensure its community takes 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.

## **Relevant Legislation**

Whilst there is no one specific piece of legislation that regulates social media sites and the use of social media, it is important to keep in mind that what parents do with social media, can have legal consequences.

## **RESPONSIBILITIES OF PARENTS**

Parents using social media in a personal capacity must take due care to ensure that any comments, opinions, photographs, or contributions made online are their own, as private citizens, and cannot be interpreted as an official statement or position of Treetops.

Parents are expected to maintain the same high standards of conduct and behaviour online as would be expected in a physical/work environment.

The reputation of Treetops Montessori School is to be safeguarded by all those connected to the school (employees, contractors, parents, and students).

Criminal behaviour online will be reported to the Police.

## **Parents**

Parents are:

- responsible for using online communications with other members of the Treetops Montessori School community lawfully and respectfully;
- responsible for monitoring the online activities of their children when they are not at school;
- responsible to report to a member of the Senior Management Team any incidents of inappropriate online activity (listed above). Incidents can be reported to the school office or Principal. Depending on the nature of the evidence supplied with the report and the seriousness of the incident, appropriate resources will be allocated to investigations;
- required to be familiar with this policy and ensure that their children understand and comply with this policy; and
- required to not post material that would cause disrepute or embarrassment for staff of Treetops Montessori School, students, or their families. Parents should understand that publishing defamatory comments about Treetops Montessori School staff is illegal.

## **The School's Facebook Page**

The Treetops Montessori School Facebook page has been set up to share news and events with our extended community. We invite you to communicate with members of the Treetops Montessori School community and other fans to share your thoughts and experiences of the school.

## **Breach of Policy**

Unacceptable use of social media may be a breach of enrolment or contravention of law.

Parents who breach this policy may also in appropriate cases be asked to withdraw their child from the school.

Any breach of this policy will be considered by the Principal and will be dealt with on a case by case basis.