



## AL-AMEEN COLLEGE

### AUTHORISED DIGITAL PLATFORMS AND USE OF SOCIAL MEDIA STAFF POLICY

#### RATIONALE

Al-Ameen College is committed to providing a safe and productive school environment that is conducive to learning. The College policy on use of authorised digital platforms and use of social media aims to provide a shared understanding of and adherence to the policy by all staff and stakeholders. The policy is designed to inform staff of expectations and is intended to offer guidance to staff regarding what constitutes appropriate and inappropriate use of social media. In addition, this document covers the potential consequences of misuse in contravention of the policy.

#### POLICY

##### Authority to communicate on behalf of Al-Ameen College

- Through delegation by the Board Chair, the Principal is the only person authorised to communicate on behalf of the College about operational matters. This authority may be delegated by the Principal in some instances, however, any delegation of authority will be formally notified under such circumstances.
- No staff, student, member of the P&F Association or other member of the Al-Ameen College community is authorised to use any digital platform, including but not limited to Konnective, Al-Ameen College website or any social media to communicate in a manner that could be construed to make commitments on behalf of the College.
- Use of the Al-Ameen College logo or creation of College branded accounts is not allowed, unless authorised by the Principal, since this could be interpreted as representing the College.

##### Authorised Digital Platforms

- SEQTA, Konnective and Microsoft Teams are the only authorised digital platforms for communication on College matters between staff and students or parents.
- Digital media and classroom tools, such as Edmodo, Google Classroom, Class Dojo, Socrative, Thinglink, etc, are no longer to be used.
- Communication of day-to-day operational matters via Konnective and Microsoft Teams should continue in accordance with usual practice.

## **Communication with students and parents**

- Personal social media channels including, but not limited to, Skype, Facebook or similar must not be used by staff to communicate with students or parents.
- Staff should communicate with students and parents only through official College channels of SEQTA, Microsoft Teams or College email or landline telephone.
- Staff members may not invite students into their personal social networking site nor accept an invitation to join a student's site; and must not use social networking sites to email or contact students or their families.
- Staff members must not post images that include other employees, volunteers or students of Al-Ameen College on social media channels.

## **Appropriate materials and use of images:**

- No student photographs or images are to be posted on any digital platform unless authorised by the Principal or his delegate. The Principal or his delegate will ensure appropriate protocols are followed regarding obtaining consent.
- The recording or videoing of other staff or students or other authorised associates of the College, including hidden audio and/or visual recordings in formal or informal settings both within and outside the College, and distributed without their approval is an infringement of privacy and could be subject to legal action.
- Staff members must not store or post any content or information, in relation to the College, on any social media that could cause reputational damage to any student, staff member or the College. This includes identification or discussion of co-workers or students; or material that may harm the reputation and good standing of Al-Ameen College or those within its community.

## **Appropriate professional relationships:**

- Staff members must not disparage or speak adversely about the College or College business matters or activities, employees or students through social media channels.
- Staff members must not, under any circumstances, reveal through social media channels any information that could be considered confidential, proprietary or privileged in relation to the College, which is not otherwise publicly available. This includes, but is not limited to, information on College finance, strategic decisions, policies or procedures, students, parents or other staff members.
- Staff members must remain apolitical and impartial during all interactions with others when performing their duties as employees of the College, and avoid any comments or statements that might be interpreted as advocating partisan political policies.
- Staff members must not post content or material that is hateful, threatening, sexually explicit or pornographic, or incites violence against others. This includes but is not limited to access, download or transmission of hate speeches and overt racism, material extolling the inherent or moral superiority or inferiority of a race, ethnic group or sexual orientation, racial epithets, or religious bigotry.
- Staff members must clearly understand that the College has the right to and may monitor staff use of the internet, email and social media during working hours.

**Breach of policy:**

- Breach of this policy will result in disciplinary action and could result in termination of employment.
- If a case arises in breach of legislative requirements, further legal action may be taken.
- Mandatory reporting requirements will be strictly observed and adhered to by the College.
- Please also refer to other relevant College policies including those associated with child safety and welfare, mandatory reporting, privacy and confidentiality, and complaints.

**Review History**

YEAR OF REVIEW	REVIEWED BY	AMENDMENTS/RERVIEW
2011	YI	Originally Released
2013	PR	Revised
2017	NM	Revised
2020 July	NM	Reviewed and Revised.
2021 February	HY	Reviewed & Revised