



# VSC Social Media protocols

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**Social media refers to websites and applications that enable users to create and share content or to participate in social networking such as One Note, Microsoft Office 365, Microsoft Teams, Google Drive, Moodle and You Tube.**

Described below are our VSC Social Media protocols for staff, students and parents/carers. Please ensure that you are familiar with them.

## STAFF SOCIAL MEDIA PROTOCOLS

**Ensure that you have school leadership permission to create a social media space for teaching and learning and its planned use is included in your curriculum planning documents.** These platforms are an extension of our school. The same standards and expectations of behaviour and conduct we have at school also apply when teaching and learning online. At Vermont Secondary College, these platforms include Google Suite, Microsoft Office and Teams, Compass, Moodle, You Tube, Clickview.

### **When creating and using our social media platforms:**

Follow the Victorian Teaching Profession Code of Conduct. Know and model the school community philosophy and values statements outlined on the VSC website in all communications.	Always log out of shared devices when you are no longer participating in our social media learning spaces such as Google Suite, Microsoft Teams, Moodle
Provide clear and explicit instructions for learning in the space. Students must know and understand what they are expected to do and how they are expected to work.	Build trusting relationships with the school community through your online communications. Deal with concerns and grievances offline and follow school policy.
Set privacy settings for the online space to <i>private</i> , <i>secret</i> or its equivalent. Keep your password secure and do not share with anyone else.	Model active engagement in your social media spaces through regular updates, comments and brief, constructive feedback. Model positive, inclusive and respectful communications.

Don't film, record or share content or links from VSC private learning spaces on publicly viewable sites.	Ensure that images of students and/or named (tagged) students in photographs have written parental/carer consent for the use of their child's image.
Actively moderate and respond to posts containing personal information. Ensure your social media spaces are for learning and users keep this information private.	Regularly revisit and remind users of the protocols. Remove inappropriate posts and follow school policy for behavioural consequences.
Explicitly model correct attribution for all content used. Adhere to laws around copyright and intellectual property and only use content you are allowed to use.	Shut down, remove members or temporarily disable social media accounts when not in use. For example: school holidays, if ongoing moderation is not possible.
Follow the terms and conditions outlined on the social media platform and report breaches or request content removal to IT support, Student Managers, then by using the platform's step by step process.	Above all: <ul style="list-style-type: none"> <li>• Never share log-in details like passwords</li> <li>• If in doubt, seek clarification and support.</li> </ul>

## **STUDENT SOCIAL MEDIA PROTOCOLS**

The social media platforms and applications used at our school are an extension of the school. The same standards and expectations of behaviour and conduct we have at school therefore also apply when we are learning online. At Vermont Secondary College these platforms include Google Suite, Microsoft Office and Teams, Compass, Moodle, You Tube, Clickview.

### **When using our social media platforms:**

Follow our Student codes of behaviour and the expectations outlined in the respective VSC policies <a href="#">VSC Policies link</a> Mobile Device, Computer and Internet Agreement, Digital Learning policy	Always log out of shared devices when you are no longer participating in our social media learning spaces such as Google Suite, Microsoft Teams, Moodle.
Demonstrate our school values and be respectful to other participants. Keep your tone positive and inclusive.	Engage fully with the learning opportunities designed for/with you. This means committing to active collaboration and participation.

Keep your password secure to ensure your safety and security and that of our class. Set privacy settings to private, secret or equivalent.	Support the learning of peers by commenting, asking questions and providing constructive feedback when asked.
Don't film, record or share content or links from VSC private learning spaces on publicly viewable sites.	When engaging online, take regular breaks and do some stretches, go for a walk or switch to an offline task.
Our online social media spaces are not for sharing personal information. Keep this information to yourself/private.	Remind others of our VSC values, behaviours and student codes if their contributions are inappropriate. Call it out, do not condone it!
Make sure you only use the content you are allowed to use. This means adhering to the rules around copyright and intellectual property. Always check and attribute your sources.	Make sure you only post images of students and/ or tag (name) students when you know their parents/carers have provided consent for the use of their child's image.

## **PARENT/CARER SOCIAL MEDIA PROTOCOLS**

It is the responsibility of our whole school community to assist our students in becoming responsible digital citizens. Our social media platforms are an extension of our school. The same standards and expectations of behaviour and conduct we have in our school community also apply when online. At Vermont Secondary College these platforms include Google Suite, Microsoft Office and Teams, Compass, Moodle, You Tube, Clickview.

### **When using our social media platforms:**

Know and model the school community philosophy and value statements outlined on the Vermont Secondary College website in all online communications. <a href="#">VSC Policies link</a>	Always log out of shared devices when you are no longer participating in our social media learning spaces such as Google Suite, Microsoft Teams, Moodle.
Build trusting relationships with the school through your online communications and celebrations of your child's achievements.	Only share photos of your own child. Make sure you do not identify other children in your posts or by tagging them in photos/images.
Keep your password to our social media sites private and do not share with others.	Share your enthusiasm for learning. Be engaged in our social media spaces by commenting and providing brief,

<p>This ensures your safety and security and that of our students and teachers.</p>	<p>constructive feedback. Keep your tone positive, inclusive and respectful.</p>
<p>Don't film, record or share content or links from VSC private learning spaces on publicly viewable sites.</p>	<p>Make any grievances or raise concerns directly with the appropriate member of staff or your child's Student Manager. Inappropriate posts will be removed by the social media administrators and users may be blocked.</p>
<p>Our social media learning spaces are not for sharing personal information -- keep this kind of information to yourself/private.</p>	<p>Remind others of our protocols, school values and School Philosophy, if their contributions are inappropriate. Call it out, don't condone it!</p>
<p>Make sure you only use content you are allowed to use. This means adhering to laws around copyright and intellectual property. Always check and attribute your sources.</p>	<p>Above all:</p> <ul style="list-style-type: none"> <li>• Never share Parent Portal log-in details like passwords.</li> <li>• If in doubt, seek clarification and support from the school.</li> </ul>