

# Moyle Park College



## *Social Media Policy*

1. **Please be responsible:** Facebook posts, Twitter comments, photo-sharing and other forms of online dialogue are individual interactions. Moyle Park College staff and students are personally responsible for their posts.
  - a. Follow the school's Acceptable Use Policy for Internet access for staff & students.
  - b. Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
2. **Consider your audience:**

Please make sure that the information you share is suitable for group viewing & discussion and is not sensitive or private to Moyle Park College. The Moyle Park College Twitter account (@MoylePark) is in the public domain, so please remember that any interactions you have with Moyle Park College on Twitter are viewable by the world.
1. **Identify yourself:**

Transparency is the driving force behind social media. If you set up a social media account in the name of Moyle Park College you are expected to identify yourself as the author on that account and make the Principal aware of the account's existence. Ensure that people know who you are when taking part in discussions on social media.
1. **Respect the Privacy of Others:** Please don't publish or cite personal details and photographs about Moyle Park College staff or students without their permission. The school will endeavour to use digital photographs, audio or video clips focusing on group activities
2. **Write What You Know:** Share your knowledge in your posts by writing about what you know. Don't spread hearsay (rumours) or assumptions.
3. **Be Respectful:** It's normal to disagree with others from time to time, but please be respectful when you disagree. Respect your audience and fellow group-members and please don't use obscenities, personal insults, or other disparaging language.
4. **Confidential information:** Your role may provide you with access to confidential information regarding Moyle Park College. Please respect and maintain this confidentiality. Don't divulge or discuss proprietary information, internal documents, and personal details about other members or other confidential material.
5. **Include a Disclaimer:** If you post to an online forum like Twitter in an unofficial capacity, make it clear that you are speaking for yourself and not on behalf of Moyle Park College. If your post has to do with your work or subjects associated with Moyle Park College, use a disclaimer such as this: "The postings on this site are my own." This is good practice, but you are still responsible for what you write
6. **In the event of error**
  1. Inform the Principal of the incident/ mistake, record the action and take immediate steps to amend the error.
  2. Apologise for the mistake if necessary.
  3. In the event of a serious breach of the AUP (e.g., exposing private information or reporting confidential information) please inform the principal or Deputy Principal immediately so that action may be taken.

## **Sanctions**

- Misuse of Social Media sites may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases where students are concerned, suspension or expulsion. The school also reserves the right to report any illegal/ unacceptable activities to the appropriate authorities.
  - This policy should be read in conjunction with the School Bullying Statement, Anti-Racism Statement, the Code of Behaviour, Dignity in the Workplace and the IT Policy.
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*This policy is subject to periodic review by the Board of Management*