

Moyle Park College



Social Media Policy

1. Introduction

In accordance with the requirements of the Education (Welfare) Act 2000 and the Code of Behaviour Guidelines issued by the NEWB, the Board of Management of Moyle Park College has adopted the following Social Media Policy within the framework of the college's overall Code of Behaviour.

The School's Social Media Policy is devised to ensure that staff and students are aware of the responsibilities and risks associated with the use/ misuse of social media.

Key considerations:

1. **Please be responsible:** Any comments, photo-sharing and other forms of online dialogue on any online platform 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 X account (@MoylePark) is in the public domain, so please remember that any interactions you have with Moyle Park College on X are viewable by the world.

3. **Named Accounts:**

Staff and students may not set up any online accounts in the name of the school without the expressed permission of the school principal. Where permission is granted usernames and passwords are to be shared with the principal. The account linked to the school should only be used for school related matters.

4. **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. Ensure that people know who you are when taking part in discussions on social media.

5. **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.

6. Write What You Know:

Share your knowledge in your posts by writing about what you know. Don't spread hearsay (rumours) or assumptions.

7. 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.

8. 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.

9. Include a Disclaimer:

If you post to an online forum like X 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

In the event of error

- A. Inform the Principal of the incident/ mistake, record the action and take immediate steps to amend the error.
- B. Apologise for the mistake if necessary.
- C. 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

- A. 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.
- B. This policy should be read in conjunction with the School Anti-Bullying Statement, Bí Cineálta Policy, Anti-Racism Statement, Harassment and Sexual Harassment Policy, the Code of Behaviour, the Social Media Policy, the Moyle Park College Guidelines for the Use of A.I. Tools, the Digital Learning Policy, and other relevant policy.

This policy is subject to periodic review by the Board of Management

