



SOCIAL MEDIA POLICY

Approved Date: OCTOBER 2020

Revised Date:

The purpose of this policy is to provide guidance for parents, guardians, and other members of the Notre Dame school community when participating in online social media activities.

School staff are guided by *CISPG Policy 414 – Employees: Social Media*.

Expectations for student use of social media and technology are outlined in the *Notre Dame School Code of Conduct*, and the *Notre Dame School Responsible Use of Technology Agreement*. Both are included in the annual registration package.

Definition of social media

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content of the website. Social media includes but is not restricted to Facebook, MySpace, Nigh, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, podcasts, forums, content communities, email and messaging.

Your role in social media

Parents, guardians, and members of the Notre Dame school community are encouraged to:

- Model appropriate online behavior
- Protect confidentiality and dignity of the school, students, staff, and their families
- Monitor your child(ren)'s online activity and use of social media

Examples of inappropriate social media use

Inappropriate social media use includes, but is not limited to,:

- Making allegations about students or staff
- Making complaints about the school or staff
- Making defamatory comments about the school or staff
- Posting negative or offensive comments about specific students or staff

Any concerns which arise about the school should be brought to the attention of the principal and not shared online.

There is a CISPG policy that provides guidelines and procedures to address parent or guardian complaints against school staff.

Procedure

- 1) Notify the principal immediately of any social media policy violations or concerns.
- 2) Refrain from responding to inappropriate or concerning social media posts.
- 3) The principal will contact the post originator to explain why the post is deemed inappropriate, and request the offending post be taken down or retracted.

Each violation reported will be investigated. Refusal to abide by, or violation of, this policy will result in a fitting consequence(s) determined by the principal. Consequences may include, but are not limited to, restricted access to the school, legal action, or removal of the student from the school.

Reference

Please also see the following for additional information:

- CISPG Policy 414 – Employees: Social Media
- CISPG Policy 470 – Major Complaints
- Notre Dame School Code of Conduct
- Notre Dame School Responsible Use of Technology Agreement