

Social Media and Networking Policy

1. Statement of Context and Purpose

Social media and social networking have become an integral part of society, but is an area where a number of issues and risks arise. The AGSV requires AGSV Member Schools to take great care in order to act in the best interests of the AGSV Member School and the AGSV when participating in social media.

The purpose of this Policy is to set out AGSV's expectations and requirements for AGSV Member Schools regarding the use of social media.

2. Application

This Policy applies to all employees, contractors and authorised personnel of AGSV.

To properly implement this Policy, all AGSV Member Schools must ensure that they implement their own Social Media and Networking Policy or equivalent.

3. Reference Points/Background Papers

- Privacy Act 1988 (Cth)
 - Copyright Act 1968 (Cth)
 - Occupational Health and Safety Act 2004 (Vic)
 - Child Safety and Wellbeing Act 2005 (Vic)
 - Ministerial Order 870 – Child Safety Standards
 - Privacy Policy
 - Employment Practices Policy and Procedure
 - Harassment, Discrimination and Grievance Policy
 - Discipline Policy and Procedure
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4. Definitions

Social media includes social media networks (such as but not limited to Facebook, Twitter, LinkedIn and MySpace), video/photo sharing sites (such as but not limited to YouTube and Instagram), chat rooms, video chat (such as but not limited to Skype), online forums and discussion groups, wikis, blogs, micro-blogging tools (such as but not limited to Tumblr) and any other website that facilitates the:

- publishing of user generated content and opinion (such as traditional media news websites);
- opportunity to connect with others online;

- creation and sharing information and ideas; and
- development of relationships and networks.

Electronic communication and information resources includes, but is not limited to: internet, email, instant messaging, voicemail, fax, all AGSV supplied computers and software, digital cameras, mobile phones, USB memory sticks and other storage devices.

Supervisor means an individual who has been delegated the authority to be responsible for another employee of the AGSV Member School who is enacting AGSV business in respect of specified workplace matters and/or decisions.

AGSV personnel means all employees contractors and other authorised personnel of the AGSV.

5. Responsibilities

5.1 Use of AGSV's electronic communication and information resources

AGSV personnel and employees, contractors and other authorised personnel of an AGSV Member School must not use AGSV computer systems or any equipment owned by AGSV to access social media, unless they have prior permission from their Supervisor and access is for designated AGSV business.

Personal use of social media by AGSV personnel or an employee of an AGSV Member School in their private capacity and using their own computer systems and equipment is not a matter covered by this Policy.

5.2 Communications with current students and current parents

AGSV employees and contractors must not use social media to connect or communicate with current students and current parents unless they have prior permission from their Supervisor and communication is for designated AGSV business.

5.3 Communications with former students and former parents

AGSV personnel and employees, contractors and other authorised personnel of an AGSV Member School are advised to use professional discretion and seek school guidance as appropriate before communicating with former students and former parents on social media.

5.4 Disclosure of confidential and/or sensitive information

AGSV personnel and employees, contractors and other authorised personnel of an AGSV Member School must not, under any circumstances, disclose or refer to any information through social media that relates to the AGSV or an AGSV Member School, students or colleagues that is confidential, proprietary or privileged.

5.5 Disparagement, bullying and harassment over social media

AGSV personnel and employees, contractors and other authorised personnel of an AGSV Member School must not, on social media:

- disparage or speak adversely about AGSV, AGSV Member Schools and their staff, students or colleagues; or
- bully, harass or make discriminatory remarks about AGSV, AGSV Member Schools and their staff, students or colleagues.

AGSV personnel and employees, contractors and other authorised personnel of an AGSV Member School should consult their own AGSV Member School's Human Resources Manager for further guidance.

5.6 Communicating on behalf of AGSV and AGSV Member Schools

AGSV personnel and employees, contractors and other authorised personnel of an AGSV Member School must not speak on behalf of AGSV or AGSV Member Schools, or imply that they are speaking on behalf of AGSV or an AGSV Member School, on social media.

In some circumstances, a Supervisor may give an authorisation as a delegated authority or from time to time to speak on behalf of AGSV and an AGSV Member School. In such circumstances, prior **written** authorisation of the Supervisor is required.

5.7 Privacy settings

AGSV personnel and employees, contractors and other authorised personnel of an AGSV Member School are reminded that they should not have any expectations of privacy on social media. Even if it is intended that content be private, it may unintentionally enter the public domain and be viewed by colleagues, the media, students and families of students of AGSV Member Schools.

Inappropriate content and information on social media, which is capable of being connected with AGSV or an AGSV Member School, may adversely affect AGSV and AGSV Member School, student or a colleague.

Against that background, AGSV strongly recommends AGSV personnel and employees, contractors and other authorised personnel of AGSV Member School consider all options and strategies to restrict social media activity being distributed to unintended audiences, by for example, adjusting privacy settings.

6. Consequences of a Breach of this Policy

The AGSV emphasises the need for AGSV personnel or other staff conducting AGSV business to comply with the requirements of this Policy. Any AGSV personnel or employees, contractors or other staff conducting AGSV business found to be in breach of the requirements of this Policy may be subject to disciplinary action. Such action will be determined by the AGSV Member School in consultation with the AGSV.

7. Implications for practice

7.1 At AGSV Board/AGSV Member School Principal Level

To properly implement this Policy, AGSV, the AGSV Board and/or the Principal of an AGSV Member School must ensure;

- that this Policy is endorsed on an annual basis;
- that copies of this Policy are made available to employees, for example, on the AGSV and AGSV Member School intranet, in physical form in the staff room and on employee bulletin notice boards;
- that this Policy is incorporated into the AGSV record of current policies;
- that this policy is incorporated into AGSV induction program, to ensure that all employees are aware of the Policy, have read and understood the Policy, and acknowledge their commitment to comply with the Policy;
- that periodic training and refresher sessions are administered to all employees of the AGSV in relation this Policy

7.2 At Other Levels

To properly implement this Policy, all AGSV Member Schools must ensure:

- that they will abide by this Policy and assist the AGSV in the implementation of this Policy
- that they notify AGSV if it becomes aware of a breach of this Policy

The AGSV will require Member Schools to sign an annual attestation of compliance with this policy (see Appendix 2).