

HAMILTON SOUTH PUBLIC SCHOOL

Permission to Publish,
Social Media & e-Safety
Procedures



**HSPS PERMISSION TO PUBLISH, SOCIAL MEDIA & E-
SAFETY PROCEDURES**

Updated 11/03/2020 – Belinda Conry AP HSPS

PURPOSE

This procedure guides the use of student photos, videos, recordings and work and parental consent. It provides guidance to staff about how to comply with the department's social media policy and implement best practice when using social media. Procedures relating to the teaching and monitoring of e-safety is also outlined in this document.

PERMISSION TO PUBLISH PROCEDURES

- HSPS will seek parental consent to publish any identifying information such as full name of image, about any student within any social channel. This permission to publish form requests parents to indicate their preferred level of consent in regards to the publishing of students' photos/videos/recordings and work.
- Permission to Publish Forms (yellow form) will sent home to all Kindergarten students and all new students upon their enrolment at HSPS. (7.1.4 SMP). Class Teachers are responsible for ensuring the return of these yellow forms. All signed forms are to be sent to the school office.
- An Opt-Out-Form (white form) will be sent home in all following years (Years 1-6) after a Permission to Publish Form has been signed in their first year of school at HSPS. The Opt-Out-Form allows parents to revoke their permission to publish, should their situation have changed. If there are no changes, the form assumes continued consent to publish for another year. (7.1.4 SMP). All returned Opt-Out-Forms are to be sent to the school office.
- Permission to Publish Forms are kept securely in the school. Permission to Publish Forms will be kept for a minimum of two calendar years after students have left HSPS (SMP)
- A register of students who do not have permission to publish will be provided to all HSPS staff. This register will be updated as needed.
- A register of all HSPS students' level of permission to publish will be recorded on a spreadsheet accessible by executive staff.
- A Permission to Publish Information Note will be sent home yearly to parents. This note will explicitly describe which social networks will be used, the purpose for the social media account, how the interactions will be monitored, who will monitor and moderate the interactions, the duration of the account including when it will be removed, the rules of engagement related to the use of the account and who parents/carers can contact if they want to view the personal information or make changes
- All Online Communication Services: Acceptable Usage for School Student Forms (purple note) are kept for a minimum of two calendar years. These will be bundled and given to the office at the end of each school year. A register of collected forms will be maintained by the office.
- HSPS staff will not share students' photo/video recording or work unless the parent/carer has signed a permission to publish form.

SOCIAL MEDIA AND TECHNOLOGY PROCEDURES

Social media provides an opportunity to engage and interact with our various audiences, promote staff expertise, and share valuable information. The department supports your participation in social media online. 'Social media' refers to a range of online platforms and applications – such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards – that allow people to easily publish, share and discuss content. This includes any department enterprise social media platforms, such as Yammer. This also covers school specific platforms including Class Dojo, Seesaw and Google Classroom.

The following five standards apply to employees' work and use of social media at any time, when it has a clear and close connection with the department. The department will enforce these five standards as and when appropriate Staff should:

- always follow relevant department policies including the Code of Conduct.
- not act unlawfully (such as breaching copyright) when using social media.
- make sure their personal online activities do not interfere with the performance of their job.

- be clear that their personal views are theirs, and not necessarily the views of the department.
- not disclose confidential information obtained through work (Social Media Policy 1.3).

HSPS Procedures

- All school official Facebook accounts as defined in section 1.2.1 must be set up under the Department of Education's business account. School Facebook admins for existing accounts should liaise with the social media team at socialmedia@det.nsw.edu.au to register under the Department of Education's business account (2.1 – Social Media Policy).
- The principal or another member of the school executive must approve in writing, all official school social media accounts (2.4.1 – SMP).
- When any social media platforms are set up for educational purposes (Class Dojo, Google Classroom, Seesaw), staff will share contents with their supervisor at one allocated stage meeting per term.
- Where social media accounts are created for communication between a staff member and students, the social media environment is viewed as an extension of the classroom and the same duty of care is owed.
- Where social media is officially used to extend teaching and learning opportunities, educators must make alternative communication channels available for students who do not have social media access or parental permission to participate (6.1 SMP).
- HSPS staff will not create additional Social Media Channels on Platforms that are not outlined on the Permission to Publish Information Note, without prior permission of the principal or an executive staff member. Current approved channels for content include – The school website, Noticeboard, the Annual School Report, Seesaw, Class Dojo, Google Classroom, Typing Tournament, Typing Club, Matific, Reading Eggs, Epic, Studyladder and Skoolbag.
- When personal devices such as mobile phones or cameras are used to take photos of students for social media purposes, photos must be deleted from the device within one week from the time of uploading – this includes uploading to Social Media and Google Drive. Staff will not store photos of students on personal devices (2.4.8 SMP).
- Staff will make it clear in the platforms' rules of engagement that communications will be monitored from 8:30am – 5pm daily and will not necessarily be monitored out of hours. However, if a teacher does see the message there may be a duty of care to take some action, for example, inform the police.
- Once the original agreed and approved purpose of the channel (Social Media Platform) ceases, the channel should be closed or archived/deactivated (2.4.10). For example – Class Dojo, Seesaw and Google Classroom will be closed/archived/deactivated at the end of each school year.
- Teachers who choose to use social media as part of their educational program will provide education to students on the appropriate use of social media including establishing acceptable standards of behaviour whilst using it. (2.4.11 – SMP).
- Staff should be aware that they could be identified as an employee of the DoE from their personal online activities. For this reason, staff should not post about their work, colleagues, students or official information for the work-related purpose it was intended. Any identifiable information can be deemed a breach of privacy (5.1 – SMP).

E-SAFETY PROCEDURES

- Staff will teach e-Safety lessons throughout the school calendar year.
- Students will be supervised when using digital devices as learning tools.
- Students will only use digital technology during class time, recess and lunch unless for an educational purpose, or where a student needs it for other reasons, such as an adjustment for disability.
- During wet weather students will only use digital devices if completing school work in consultation with the class teacher. Digital devices must be supervised by the teacher at all times. Teachers may utilise the interactive board for activities such as Go Noodle, Storyline Online, Vooks or watching a G-rated movie.

