



St Andrew's Secondary School

Social Media Guidelines

Objective

The school's social media guidelines provide students the guidelines when using social media both inside and outside school.

Social Media¹ Guidelines for Students

- Students must be mindful of the content they post online. Social media platforms such as wikis, blogs, photo and video sharing sites are very public. Their online posts leave a digital footprint for all to see i.e. the content they publish will stay public for a long time. They have to ensure that their online profile is comparable to how they would like to present themselves in person to others.
- The online behaviour of students in writing or postings, should reflect the standards of respect and consideration for others. It should not bring disrepute to themselves, the school and the rest of the student body and / or must not infringe the laws² governing social media.
- Students must exercise extreme caution when giving out personal information such as last names, telephone numbers, addresses, birthdates and pictures online. No one else should have access to their password apart from their teachers and parents.
- Students are prohibited from using other people's intellectual property including images, without their permission. It is a violation of copyright law to copy and paste other's work or ideas and pass them off as one's own.
- Students are prohibited from using someone else's identity.
- If students encounter inappropriate or disrespectful materials that makes them feel uncomfortable, they should inform the school authorities or their teachers immediately.

¹ Social media refers to any medium through which content is shared such as Facebook, Instagram, Snapchat, Whatsapp, Telegram, BlogSpot, WordPress, etc.

² It is important to be aware that online abuse could infringe on the law, e.g. Protection from Harassment Act, Penal Code offences relating to religion or race, defamation, criminal intimidation, etc.