

Approval Authority	Principal
Policy Author	Director of Wellbeing
Effective Date	1 February 2025
Review Date	Annual

PURPOSE

The purpose of this policy is to outline the College's position on social media. This includes the platforms used by the College and staff and student engagement on social media.

SCOPE

This policy applies to all members of the College community.

DEFINITIONS

Social media	Forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos). Social Media platforms include, but are not limited to Facebook, Instagram, Snapchat, Twitter, TikTok, blogs, YouTube and LinkedIn.
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POLICY DETAIL

When using social media, the same standards apply as in normal College Life. Students are to act in accordance with the Student Code of Conduct, Handbook and College Policies. Staff are to act in accordance with the Staff Handbook.

Staff and current students are not to be "friends", follow or "like" one another on any social media platform, on any page run by a staff member or student. Doing so may result in dismissal or expulsion. This is for the safety of the students and best practice in working with young people (an exception to this would apply for current resident students who are casual employees of the College).

We encourage you to protect your privacy and the privacy of others. Utilise your privacy settings to ensure the location and information you are posting are confidential.

Consider what capacity you are posting in. If you are posting as a leader, distinguish your role in the post.

Do not share any confidential or sensitive information in a post.

Do not use social media to bully, discriminate or harass another member of the Emmanuel Community as this may be considered a potential breach of our Respectful Relationships Policy.

ROLES AND RESPONSIBILITIES

Staff	To comply with the policy at all times while an Emmanuel College Employee
Students	To comply with the policy at all times while an Emmanuel College Student