

Policy

Saint Mary MacKillop Primary School community members are expected to maintain the same high standards of conduct and behaviour online as would be expected in a physical work environment. This includes:

- Being impartial and professional
- Behaving with respect and courtesy, and without harassment
- Dealing appropriately with information, recognising that some information needs to remain confidential
- Being sensitive to the diversity of colleagues, peers, students and the community
- Taking reasonable steps to avoid conflicts of interest or perceptions thereof
- Protecting the integrity and reputation of Saint Mary MacKillop Primary School, its students, student parents and staff
- Complying with applicable laws and legislation, including copyright, intellectual property, privacy, financial disclosure, defamation and other such applicable laws
- Protecting the privacy and security of Saint Mary MacKillop Primary School, its employees, students, student parents, partners and suppliers.

All official communication via social media must be authorised by either the Principal or a delegate:

- Only authorised employees may create social media identities, profiles or accounts that use the Saint Mary MacKillop Primary School name, emblem or brand, or are designed to represent the school in any way.
- Only authorised employees may officially represent Saint Mary MacKillop Primary School, and only in authorised social media platforms, as outlined in this policy.

Saint Mary MacKillop Primary School expects that all employees exercise sound judgement and common sense when using social media. Employees using social media in a personal capacity must take due care to ensure that any comments, opinions, photographs or contributions made online are their own, as private citizens, and cannot be interpreted as an official statement or position of Saint Mary MacKillop Primary School.

Personal Use of Social Media

The School recognises that you may wish to use social media in your personal life. This policy does not intend to discourage nor unduly limit your personal expression or online activities.

However, School Community members should recognise the potential for damage to be caused (either directly or indirectly) to the School in certain circumstances via certain circumstances via certain

You are personally responsible for the content published by you, or in your name, in a personal capacity on any form of social media platform.

Where your comments or profile can identify you as a School community member, you must:

