

Social Media and Online Collaboration Tools Policy

WHAT IS THIS?

This policy outlines the guidelines for the appropriate use of social media and online collaboration tools by high school students to ensure their safety, privacy, and respectful communication with others.

Examples of online collaboration tools include Google Docs, Canva, and Padlet.

WHO IS IT FOR?

This policy is for students, teachers, and staff members who will be using social media and online collaboration tools as part of their educational activities.

Social Media and Online Collaboration Tools Policy

1. Acceptable Use of Social Media and Online Collaboration Tools

Social media and online collaboration tools may be used for educational purposes, including research, communication with teachers and classmates, and group projects. They should not be used for non-educational purposes during class time, including but not limited to playing games, watching videos, and browsing unrelated content.

2. Safety and Privacy

Students should protect their privacy and personal information when using social media and online collaboration tools. They should avoid sharing sensitive information, such as their full name, address, phone number, or any personal identification information online. Additionally, students should report any inappropriate content, cyberbullying, or suspicious activity to the appropriate school personnel.

3. Respectful Communication

Students should use social media and online collaboration tools in a respectful and appropriate manner. They should not use offensive language, share inappropriate content, or engage in any behaviour that could be considered cyberbullying. Additionally, students should not impersonate other individuals online or create fake accounts.

4. Collaborative Projects

When collaborating on group projects or assignments, students should respect the contributions of all members and engage in productive communication. They should not plagiarise or copy other students' work, and they should give credit where credit is due.

5. Use of School Accounts

Students may be provided with school accounts for the use of social media and online collaboration tools. These accounts should be used exclusively for educational purposes and in compliance with this policy. Students should not share their school accounts with others, and they should protect their login information.

6. Consequences for Misuse:

- a. Any breach of this policy may result in disciplinary action, including but not limited to, suspension or expulsion from school.
- b. Students who engage in cyberbullying or other inappropriate conduct online may also be subject to legal action

7. Security and Privacy

- a. The school is not responsible for any loss or damage to personal devices or data, or for any unauthorised access to or use of personal devices or data.

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- b. Students are expected to use appropriate security settings and passwords on all personal devices and online accounts.
 - c. Students are prohibited from hacking, cracking, or otherwise attempting to access or manipulate any school or personal computer or network.

8. Online Collaboration and Communication Tools

- a. The school may provide access to online collaboration and communication tools for educational purposes.
- b. Students are expected to use these tools in a responsible and respectful manner that respects the privacy and rights of others.
- c. The school may monitor the use of these tools for compliance with this policy and for security purposes.

9. Leadership team

- a. The leadership team will define how and why the school will use a range of technologies and platforms.
 - b. The leadership team will regularly review and evaluate technology and refine as needed.
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