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Information Communication Technology Policy

Social media

The use of social media websites and applications by organisations as a means of communication is now the norm in our community. We recognise social media as a legitimate tool for aiding communication and enhancing teaching and learning.

The South Australian Department of Education endorses and encourage the use of social media.

The intention of this, Whyalla Special Education Centre, ICT Policy is to establish a culture of transparency and integrity in all school social media activities, to encourage the integration of social media into our teaching and balance the risks that come with using new technology and consideration of the needs of our students.

All communication by staff using social media must comply with the standards of conduct and behaviour as outlined in Code of Ethics for the South Australian public sector.(2009).

Cyber safety: Keeping children safe in an online world, aims to assist staff to put in place policies and procedures that both protect and inform children and their parents/ carers.

A social media guideline for schools, preschools, provides information to assist the site leaders to manage social media platforms.

The South Australian Department of Education states that the site ICT Coordinator and principal has the ability to set and control the ICT environment and ensure that appropriate guards are in place. Those controls include all staff, parents and students,(where possible), sign 'The Acceptable use Policy.' The policy must include the terms and conditions of using departmental ICT facilities and of online behaviours and outline the consequences of non-compliance.

When posting online to an official departmental social media platform all users should be aware of the specific etiquette requirements found in various policies listed at the bottom of this policy. Those etiquettes include the placing of only respectful material on social media and not placing any defamatory posts, to person or government department. The staff of Whyalla Special Education Centre are obliged to train students in the lawful use of social media and place measures to protect them from potential risk. This is done at WSEC by not allowing students to keep a mobile phone in the class room or on them during the school day. All phone calls go initially straight to the front office staff. When I-pads are used in classrooms they are for specific programs only.

Cyber safety

The South Australian Department of Education states that the safety of children is subject to the same expectations whether online or face to face. Therefore many of the nonspecific government and DEfe Acts apply to online behaviours.

The guidelines apply to Department of Education staff, the children and students accessing online services in any Department of Education location.

If the principal suspects an electronic crime has been committed they must report to SAPOL. When there is a reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone, the device should be confiscated and handed in to an investigating officer. It is important that the device is not opened to view any video clips as this may make the evidence inadmissible to a court.

Related policies:

DECD Standard – Acceptable use policies for school, preschools and children’s services sites (2018)

DECD Standard - ICT security (2017)

Protective practices for staff and their interactions with children and young people (2011)

Cyber-safety: Keeping children safe in a connected world (2018)

Social media: Guidance for agencies and staff (2012)

Protective practices for staff in their interactions with students(guidelines for schools, preschools and out of hours care (2017)

Code of Ethics for South Australian public sector (2009)

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