

Social Media Policy

Introduction:

Social media platforms and messaging apps, such as WhatsApp, are integral tools for communication among staff and teachers at our school. While these platforms enhance connectivity, their usage must align with the school's mission, Quaker values, and professional standards. This policy provides guidelines for responsible and ethical social media use, ensuring alignment with the school's values and safeguarding the school's and employees' reputations.

Purposes of the Policy

- 1. Upholding the School's Reputation and Values:**
To maintain and protect the integrity of the school's mission and values by guiding appropriate social media use that reflects positively on the community.
- 2. Safeguarding Privacy and Well-being:**
To ensure all school community members' privacy, safety, and emotional well-being in digital spaces.
- 3. Clarifying Roles and Boundaries:**
Establishing clear guidelines for distinguishing between personal and professional online communications requires explicit authorization for posting school-related content.
- 4. Promoting Ethical and Respectful Online Behavior:**
To foster a respectful, inclusive, and professional digital environment aligned with the school's ethical standards.

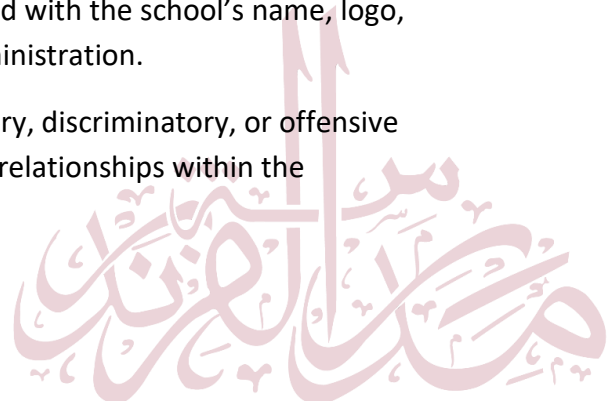
Sensitive Topics: Political and Religious Expression

Separation of Views and Representation:

While employees have the right to express political and religious opinions on private platforms, these views must be identified as personal and not representative of the school.

Legal and Ethical Guidelines:

- Employees must include disclaimers when appropriate, such as:
"The views expressed are my own and do not reflect the views of my employer."
- No political or religious content should be associated with the school's name, logo, or affiliation unless explicitly authorized by the administration.
- Posts must remain respectful and avoid inflammatory, discriminatory, or offensive content that could harm the school's reputation or relationships within the community.



- Employees are prohibited from implying school endorsement of personal political or religious beliefs in any context.

Professional Neutrality:

To maintain professional neutrality on social media, staff must ensure that personal, political, or religious views are clearly expressed as their own and not linked to the school. The school's name, logo, or affiliation should not be used to suggest endorsement of personal opinions.

General Policy Scope and Guidelines

1. Appropriate Use of Social Media:

- Employees must ensure that personal posts reflect positively on their professional role and the school.
- Inappropriate content—defined as offensive, defamatory, discriminatory, or contrary to school values—is strictly prohibited.

2. Interactions with Students:

- Social media interactions with students must adhere to professional boundaries. Personal accounts should not connect with students unless explicitly for educational purposes and administration approval.
- Teachers and staff cannot share student-related photos or information on personal social media accounts. Unauthorized sharing of such content violates school policy and may result in restricted access to school platforms or disciplinary measures.
- Employees may engage with students **only through official, school-approved digital platforms** (e.g., Edunation) for educational purposes. **Personal accounts should not be used** for direct student communication unless explicitly approved by the administration.

3. Legal Compliance:

- All online activity must comply with applicable laws and ethical standards. Employees must refrain from posting content construed as abusive, defamatory, or harassing.
- Breaches of this policy may result in disciplinary action, including termination of employment.

4. Handling Online Criticism

In cases of online criticism or attacks involving the school:

- Refrain from responding impulsively or engaging in debates.
- **Immediately report** the incident to the administration. The school will assess the situation and determine an appropriate response, which may include issuing an official statement or seeking legal counsel