

The following guidelines should be considered in conjunction with *Padua's Acceptable Use Policy (Internet and Network Services)* available on the College Website under About Us, Padua Policies. The Rector should be consulted regarding any unusual circumstances or if clarification is required.

DEFINITIONS

- **Social Media** is the production, consumption and exchange of information through online social interactions and platforms. Social media activity includes, but is not limited to:
 - Interacting with social networking sites, e.g. Facebook, Twitter, LinkedIn, Tumblr.
 - Interacting with video and photo-sharing websites, e.g. Flickr, YouTube, Instagram, Pinterest.
 - Interacting with blogs including corporate blogs and personal blogs.
 - Interacting with blogs hosted by media outlets, e.g. 'comment' or 'your say' feature on theage.com.au.
 - Micro-blogging, e.g. Twitter.
 - Interacting with wikis and online collaborations, e.g. Wikipedia.
 - Interacting with forums, discussion boards and groups, e.g. Google groups.
 - Interacting with education platforms such as Edmodo and Schoology in the context of curriculum and possible learning activities.

E-MAIL GUIDELINES FOR STUDENTS

Expectations of student's emails to staff members:

- only the students and staff member's College email address should be used;
- the e-mail is to be for approved school purposes (eg changes to first drafts, work to be submitted, Co-Curricular activities);
- emails sent outside of business hours will be dealt with in a timely fashion within business hours; and
- emails should use respectful salutations, language and tone.

Please note that the College Assessment Process requires that drafts and assignments be submitted via Blackboard by 8.00 am on the due date and that a hard copy, if one is required, be submitted to the teacher in class on the due date or by 3.15 pm on the due date whichever comes first. Students should not send assignments or work to teachers for printing. Students are expected to have access to printing at home and are responsible for the own printing requirements.

E-MAIL GUIDELINES FOR STAFF

- Staff Members are expected to maintain the same high standards of conduct and behaviour when sending and replaying e-mails as would be expected in a physical work environment.
- Staff members should only send and accept e-mails between staff members and student College email addresses.
- Responses will be dealt with in a timely fashion within business hours.
- Staff members should only send and accept e-mails from students that are for approved school purposes. If students send e-mails in breach of the student guidelines, staff members should send the standard reply: *"This e-mail is not appropriate. I will be discussing this with you"* and follow up in a face-to-face discussion. House Guardians will also be informed in such situations and will follow up where necessary.
- Staff members should only send and accept e-mails to and from students which use respectful salutations, language and tone.

- While staff members are encouraged to use email as a method of communication with parents, care should be taken in responding via email to sensitive or situations with potential for conflict. These should be dealt with personally and include prior consultation with the relevant Guardian, HOC or Vice-Rector.
- Staff members should not use e-mail for social contact with students.
- Staff members should not give their private e-mail addresses to students or parents or give out the personal e-mail addresses of other Staff members to students or parents, nor give permission for such use on another staff member's behalf.
- E-mail communications with students or parents should be regarded as official communications and be available for future verification should concerns be raised.

MOBILE PHONE GUIDELINES

- Staff members are recommended not to give their private mobile (or home) numbers to students and parents
- Staff members should use the school mobile phone for excursions and school activities which require such use
- If a student is given the private mobile number of a staff member for school purposes, it is only to be used for that purpose. Once the event is over, students are to remove the phone number from their phone book. Students are not to provide the private mobile number of a staff member to any other student without prior permission from that staff member.

OTHER DIGITAL COMMUNICATION GUIDELINES FOR STAFF

- Staff members should have their Facebook and Instagram (or other Social Media security settings set so as to prevent public access to personal information, photographs and private communications.
- Staff members should not be 'Friends' or 'Friends of Friends' with students on Facebook, Instagram and other Social Networking Sites.
- If staff members conduct a blog, or uses Social Media to make available material such as: photographs, videos, music recording or art works, they should ensure that the content does not compromise their position as a professional or as an employee of Padua College. The use of password protection or of an alias may need to be considered.

Please sign and return to your PC Teacher

I have read the ***Digital Communications Guidelines*** and agree to follow these in conjunction with the ***Padua's Acceptable Use Policy (Internet and Network Services)***.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____