

<p>Support Services 5103</p> <hr/> <p>Online Communication and Social Media Use</p>	Administrative Application	
	Last Reviewed /Approved on:	January 21, 2019
	References:	The Education Act, 1995, Sec. 175 (1)(a) The Local Authority Freedom of Information and Protection of Privacy Act Administrative Application 5400 - Freedom of Information and Protection of Privacy (LAFOIP) Administrative Application - 7201 Employee Code of Conduct Policy 12 – Role of the Director
	Status:	Operational

Preamble

Communication and interaction through technology has become increasingly popular throughout the school division. In its many forms online communication can be a powerful tool and compliment to the traditional education methods used by teachers. However, if misused, online communication can be hurtful, unprofessional and illegal.

In the Regina Catholic School Division (RCSD), we utilize open and public social media, closed and private digital learning platforms, and open and public digital learning platforms as part of our instructional program. Within each of these platforms, there are requirements for appropriate use. Open and public online communication and social media use may include, but is not limited to, texting, twitter, and posting on websites, blogs and other social media. Closed and private digital platforms, like *Office 365*, require individual usernames for all staff and students for sharing educational information. It is a requirement that staff monitor the use of any closed and private digital platforms as an individual student user could choose to share the information beyond our educational community in an open and public manner.

Definitions

1. **Open and Public Social Media** – any social media (i.e. Twitter) that is connected to the worldwide web.
2. **Closed and Private Digital Learning Platforms** - any digital platform created for educational purposes where RCSD guides the use that is limited to communication between teachers, students and parents (i.e. *Kidblog*). This software is password protected and accessible by invitation only.
3. **Closed and Private or Open and Public Digital Learning Platforms** – any digital platform that is used for sharing learning (i.e. *Office 365*, webpages, student portfolios) that might be closed and private or open and public.

Application

Within RCSD, use of online communication and social media is permitted for educational and business purposes according to the following guidelines:

1. Staff may create post, respond and upload information related to the educational goals and business and parent communication needs of RCSD.

2. Staff shall not use online communication for personal opinions or comments when working or representing RCSD.
3. All staff and students need to maintain RCSD expectations for professional conduct when posting, replying, or conducting any online interaction. Staff and students are encouraged to maintain an appropriate social media and online presence.
4. Online interaction conducted during work time must be for school division educational or business purposes.
5. Any misuse or prohibited use of online communication or social media may result in disciplinary action that may include but is not limited to, revoking or restriction of network privileges. Employee and student access to RCSD network may be revoked because of inappropriate use.
6. As per *Administrative Application 7201 Employee Code of Conduct*, online interaction determined to be inappropriate will be dealt with in the same manner as inappropriate face-to-face interactions and may result in disciplinary action.
7. Student, staff or parent information is personal and private and must remain confidential. This information should not be shared in any manner unless permission has been granted as per *Administrative Application 5400 - Freedom of Information and Protection of Privacy (LAFOIP)*.
8. Staff shall ensure that all parent notifications, consents, and terms of use are in place and followed when Open and Public Social Media, Private and Closed, or Open and Public Digital Learning Platforms are used.
9. Staff and students shall be aware that their personal online communication and comments, if connected to school division operation and practices, is subject to review at any time.

School and Classroom Use

1. RCSD permits the use of equipment and resources for online communication.
2. Teachers and students may use Open and Public Social Media, Closed and Private or Open and Public Digital Learning Platforms provided parents are informed, the proper consents are in place, and the terms of use are followed.
3. At school, students using Open and Public Social Media, Closed and Private or Open and Public Digital Learning Platforms must do so under the supervision of a school division staff member.
4. Questions regarding the use of a particular Open and Public Social Media, Private and Closed or Open and Public Digital Learning Platform must be directed to the teacher and school administration.