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**Social Media Policy**

**Introduction**

CF School recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **policy** outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices in CF School.

* Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
* Misuse of social media can result in disciplinary action.
* CF School makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are risks to keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

**Expectations of all school community members when using social media**

* We expect the use of good judgment in all situations.
* CF School’s Behaviour and Anti-Bullying Policy should be followed at all times.
* Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

**Be respectful**

In all interactions, whether in person or on social media ‘Work Hard Be Kind’ should govern all judgements and action. We expect each individual to treat others in a respectful, positive, and considerate manner.

**Do not share the following:**

**Confidential information**

Any member of the CF School community should not publish, post or release information that is considered confidential or not public. These include images of other students or staff members taken on school property where express permission was not granted by a responsible adult.

**Private and personal information**

To ensure safety, avoid talking about personal schedules or situations, never give out or transmit personal information of students, parents, or colleagues. Always respect the privacy of the school community members.

**Use of images**

It is never acceptable to record or share an image or video of any other student, teacher or staff member on social media, in our out of school time, without their express permission.

**Cyberbullying**

Cyberbullying will not be tolerated at CF School (see 2.2 Bullying Policy)

Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action as defined in our Anti-Bullying Policy. In some cases, cyberbullying can be a crime and will be reported to the RCIPS.