



# MIDSTREAM COLLEGE

## PRIMARY SCHOOL

### MIDSTREAM COLLEGE PRIMARY SOCIAL MEDIA ACCEPTABLE USE POLICY

**MIDSTREAM COLLEGE PRIMARY SCHOOL** recognises that access to technology in school gives learners, 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 learners develop 21<sup>st</sup> century technology and communication skills.

To that end, this Acceptable Use Policy outlines the guidelines and behaviours that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Learners are expected to follow the same rules for good behaviour and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- Midstream College makes a reasonable effort to ensure learners' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We've created these social networking / media guidelines for you to follow when representing the school in the virtual world.

#### PLEASE DO THE FOLLOWING:

##### USE GOOD JUDGEMENT

- We expect you to use good judgement in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

##### BE RESPECTFUL

- Always treat others in a respectful, positive and considerate manner.

##### BE RESPONSIBLE AND ETHICAL

- Don't discuss school related matters on any public forum.

#### DON'T SHARE THE FOLLOWING:

##### CONFIDENTIAL INFORMATION

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birthdate, address and cell phone number on any public website.

## **PRIVATE AND PERSONAL INFORMATION**

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- Never give out or transmit personal information of other learners or parents.

## **BE CAUTIOUS WITH RESPECT TO IMAGES**

- Respect brand, trademark, copyright information and/or images of the school.
- It is not acceptable to post pictures of learners without the expressed written consent of their parents.
- Do not post pictures of others without their permission.

## **NETIQUETTE**

- Users should always use the internet, network resources and online sites in a courteous and respectful manner.
- Users should also recognise that among the valuable content online is unverified, incorrect or inappropriate content. Users should use trusted sources when conducting research via the internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers or future colleges or employers to see. Once something is online, it's out there – and can sometimes be shared and spread in ways you never intended.

## **PERSONAL SAFETY**

If you see a message, comment, image or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if using your device at home) immediately.

- Users should never share personal information, including their phone number, address, birthday or financial information over the internet without adult permission.
- Users should recognise that communicating over the internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.

## **CYBERBULLYING**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting or intimidating someone else.

Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

## **EXAMPLES OF ACCEPTABLE USE**

I will:

- follow the same guidelines for respectful, responsible behaviour online that I'm expected to follow offline.
- treat social media carefully and alert staff if there is any problem with their operation.
- encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- alert a teacher or other staff member if I see threatening/bullying, inappropriate or harmful content (images, messages, posts) online.
- be cautious to protect the safety of myself and others.
- use good judgement when using social media.

## UNACCEPTABLE USE

*I will not:*

- *use social media in a way that could be personally or physically harmful to myself or others.*
- *engage in cyberbullying, harassment or disrespectful conduct toward others – staff or learners.*
- *try to find ways to circumvent the school's safety measures and filtering tools.*
- *use language online that would be unacceptable in the classroom.*

## LIMITATIONS OF LIABILITY

Midstream College will not be responsible for damage or harm to persons, files or hardware.

Violations of this Acceptable Use Policy

Violation of this policy may have disciplinary repercussions including:

- Suspension of privileges
- Removal from positions of leadership within the school
- Suspension from school
- Consequences as deemed fair by a disciplinary committee.

## SOLUTIONS TO UNWANTED SCREEN TIME:

**DSTV:** set parental control at 13 years to block access to programmes.

A computer must always be in a general space in the house and not in bedrooms.

A K9 Web Protection can be installed on computers for your peace of mind and your child's safety.

No child should have access to computers, cell phones or tablets after 20h00.

## PARENTAL CONTROL OVER CELLPHONES:

The school is concerned about the content that the learners have access to via their cellphones. In order to assist the school, parents can now follow these steps in order to control this content:

## HOW TO MAINTAIN PARENTAL CONTROL ON DIFFERENT SERVICE PROVIDERS

**Vodacom:** All Contract and Prepaid customers can bar access to adult content on a Vodacom cellphone by dialing \*111\*123# from the cellphone concerned. To unblock the adult content restriction, visit your nearest service provider and provide your ID to prove that you are at least 18 years old. Unblocking of adult content cannot be done telephonically through Customer Care.

### MTN:

1. Dial \*101# from the handset you would like to restrict content on.
  2. Select the content category to be barred.
  3. Create a PIN. (This number will allow you to alter the filter settings or remove it entirely at a later Stage.)
  4. Input your cellphone number to receive updates on the filter's settings.
  5. Input your chosen PIN.
1. To change details, dial \*101#.

If there are any changes to the settings, both you and the cellphone with restricted access will receive an SMS.

### Cell C and Telkom Mobile:

Telkom Mobile and Cell C, however, do not have a technical solution to assist parents in protecting their children from access to adult or other mobile content.