

**Verdala International School  
Policy Manual 2020  
B6 Information Technology (IT)**

**Table of Contents**

<b>B6. BOARD POLICIES – INFORMATION TECHNOLOGY (IT)</b> .....	<b>2</b>
B6. 1 IT VISION .....	2
B6. 2 SOCIAL MEDIA POLICY .....	2

## **B6. Board Policies – Information Technology (IT)**

### **B6. 1 IT Vision**

Technology is seamlessly integrated across all aspects of our daily lives. Technology is woven into the fabric of our organisation through a collaborative culture, approaches to teaching and learning, and our professional and parental community.

We are open-minded to the evolving, varied nature of technology and the potential it provides of self-directed and responsible choices. We provide a space where everyone can integrate technology into their actions.

### **B6. 2 Social Media Policy**

#### **Definitions**

'**Official use**' refers to when a staff member posts online on behalf of the department/function in relation to their role at the school. For example, the school's Facebook account is used to engage the local community or a teacher may create a social media account to engage with students and/or parents of the school.

'**Professional use**' refers to online postings, which have a connection to work-related matters. For example, a blog of an English teacher that is created specifically to share knowledge about literature with the general public would be categorized under professional use. Although it is not officially representing the school, there is a connection between the content created and their employment as a teacher or administrator.

'**Personal use**' refers to online postings, which do not fall under the categories above. E.g. liking cat photos or sharing educational articles you personally agree or disagree with.

'**Staff**' refers to all adults working with the school whether directly or indirectly employed by VIS. This does not include subcontractors.

#### **Policy**

The term '**Social Media**' refers to a range of online platforms and applications - such as social networking sites (e.g. Facebook, Twitter, LinkedIn), wikis, blogs, microblogs, video and audio sharing sites, message boards, etc - that allow people to create online communities to publish, share and discuss content, and interact directly with each other.

This term can also refer to other online services such as ClassDojo, FlipGrid or Seesaw which are not always considered social media, however, there are significant similarities of social posting and public availability of information. Other services such as online gaming and video-sharing sites also fall under this umbrella term (e.g. Minecraft, YouTube)

Verdala International School recognizes the numerous benefits and opportunities, which a social media presence offers. VIS actively encourages teachers, students, staff, and other school community members to use social networking/media as a way to connect with others, share educational resources, create and curate educational content, thereby enhancing the classroom experience and developing an authentic learning environment for all. However, while social networking is fun and valuable, there are some risks associated with social media in regards to safeguarding, bullying, and reputation. This policy establishes expectations for the safe and responsible use of social media at VIS.

The school will ensure that adequate training, guidelines and support is provided to all staff and students who use social media for school-related activities to ensure responsible use and that due care and attention are given to matters such as personal data and privacy concerns. If students have no access to Social Media and/or if the access is not granted then the school will ensure that the student will not experience any negative effects on their learning experience. Social Media will never be used for direct communication for which school e-mail systems are used.

The school will maintain accounts<sup>1</sup> on various social media services, which will be managed by the Head of School and moderated to ensure any inappropriate activity is flagged for removal. Staff can request permission to establish official or professional social media accounts to be used in accordance with the expectations outlined in the Social Media Handbook. No such account may be created before permission has been granted. Use of personal accounts where their usage relates to the school is also covered within this policy and the expectations in the handbook.

This policy applies to all use of social media by any member of the school staff or student body for VIS-related purposes, regardless of location.

Approved Dec 10 2018  
Review 2021

---

<sup>1</sup> Contracts will be updated to include relevant expectations as contractually binding.