



# TMC

031 764 8640

P O Box 101

Kloof, 3640 KwaZulu-Natal

tmc@thomasmore.co.za

www.thomasmore.co.za

## Thomas More College

## *An Inspired Education*

### **Social Media Policy**

#### **Preamble**

This policy aims to give clear guidelines that must be followed in order to fulfil the rights and responsibilities the school has towards its pupils and staff. The policy comes about in response to the active encouragement of the use of Technology in classrooms at TMC. In particular TMC does not want its name or reputation or that of its staff or pupils to be tarnished on Social Media sites.

#### **Online Conduct of pupils**

- Be responsible for what you post on any social media site.
- Do not bring into disrepute the name of TMC or any sub group of TMC, e.g., Vocal Tenacity, sports teams etc.
- Do not video or take pictures of teachers or other students without their permission
- Do not upload any offensive or demeaning material, distribute or link to such material that can be associated with TMC.
- Do not Cyberbully.
- Do not Plagiarise material and post it as yours on social media sites
- Protect yourself by applying the maximum privacy settings on all your social media platforms
- Change your password regularly and use symbols and special characters
- Be an **Upstander** and not a bystander.
- Take the following action if someone posts something (including pictures/videos) of you that you deem offensive
  - Tell a teacher or another adult
  - Capture and save all the relevant information, e.g. screenshots, posts, sender information etc.
  - Go to the IT department to ask for assistance in tracking the offender.

#### **Responsibly for Tablets and other electronic devices**

- You are responsible to bring your tablet to school fully charged
- You are responsible for the tablets security and safekeeping. (always keep it in your locker, locked when you are not using it)
- You are responsible for the insurance of your tablet.

#### **DISCLAIMER**

Thomas More makes no warranties of any kind whether expressed or implied, for the service it is providing. Thomas More College cannot be held responsible for any computer related damages you may suffer. Use of any information obtained via the Internet is at your own risk. Thomas More specifically denies any responsibility for the accuracy, quality or acceptability of information obtained through electronic information resources.

<b>Review Date:</b>	<b>Reviewed By:</b>	<b>Approved By:</b>
November 2021	HS Leadership Team	Mr. Stephen Ireland & The Executive Committee
December 2022	HS Leadership Team	Mr. Stephen Ireland & The Executive Committee
December 2023	HS Leadership Team	Mr. Stephen Ireland & The Executive Committee