

Members of the British International School are responsible and accountable for their actions and statements. The guidelines for use of social media and electronic teaching platforms outlined in this document are designed to help make appropriate professional decisions about their ethical use. The following guidelines apply to communications between staff and other members of the wider school community.

### **Professional Standards for the use of Online Communication Technology**

- The School values the right of each member of the community to receive and deliver communication in a respectful, polite and professional manner.
- All communication from school staff to students and parents must take place through the official school channels only (School Email IDs, MS Teams, Orison, school provided phone facilities)
- All communications from school staff to students and parents should be conducted in a manner that retains the dignity of both the sender and the receiver. Communication should be delivered in a positive, respectful, professional manner at all times.
- Members of the School must refrain from publicly disclosing any confidential information (including identifying information) about the school's staff, students, parents and related organisations and activities unless permission is obtained.
- Any discussion or conversations held in classrooms (this includes electronic teaching platforms) should be considered confidential. We value and encourage critical self-reflection and thinking in class and students are encouraged to post only what they are comfortable sharing with others.
- Posts on school social media should only be made by authorised personnel
- Photographs and videos should be considered private until consent is given. Consent must be obtained through the Principal / SLT before staff upload photographs of students, other members of the school staff and all school activities on any social media platforms.
- Unless given permission by the school, staff, students and parents are not authorised to communicate on behalf of the school
- Notes, electronic documents, classwork and other subject related content should not be posted on social media platforms unless authorised by the Principal to do so.
- Any student work submitted to the school should only be done through the school's authorised Online Learning Platform and follow all school guidelines.
- School email addresses and other official contact details must not be used for setting up personal social media accounts or to communicate through such media
- Staff members must not have any contact with students' family members through personal social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.
- Staff members must not have contact through any personal social medium with any student from the school.
- Staff must not represent their personal views as those of the British International School on any social media.

Date of Review of this Notice: **January 2022**

Date of Next Review of this Notice: **January 2023**

Approved by the Management of British International School Ajman