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SOCIAL MEDIA BEHAVIOUR POLICY

Contour College supports its employee's and student's participation in social media online applications that allow people to easily publish, share and discuss content.

This policy is to encourage and support staff and student's responsible use of social media use when communicating on Contour College Student or Staff Portal or commenting on Contour College matters on other social media channels

POLICY SCOPE:

- The terms and conditions contained in this policy document apply to all Contour College employees including casual, temporary and contract staff.
- The terms and conditions contained in this policy document apply to Contour College students engaging in social media on the Student Portal, website or any form of electronic communication commenting or posting on external and personal sites (see below)
- Social media is an umbrella term covering websites, technology, application or tools that enable active and participatory publishing and interaction between individuals over the internet. Some common examples are:
    - Social networking sites, e.g. Facebook, MySpace, Bebo, Friendster
    - Video and photo sharing web sites, e.g.: Flickr, YouTube, Blip.tv
    - Micro-blogging and activity stream sites e.g. Twitter, Jaiku, yammer
    - Blogs and blogging platforms, e.g. WordPress, Blogger, Tumblr
    - Forums and discussions boards, e.g. Trove Forum, Yahoo! Groups, Google Groups
    - Online encyclopaedias e.g. Wikipedia
    - Any other web sites that allow individual users or companies to use simple publishing tools

STANDARDS:

The following five standards apply to work and personal use of interactive services:

1. Do not mix the professional and the personal in ways likely to bring Contour College into disrepute.
2. Do not undermine your effectiveness at work / training
3. Be clear that your personal views are yours, and not necessarily the views of the department
4. Do not disclose confidential information obtained through work / training
5. Always follow relevant company policies including the Code of Conduct.

Contour College accepts no responsibility to unauthorised access to student portal pages. All efforts are made to ensure the confidentiality of usernames and passwords and it is the student's responsibility to ensure these remain confidential.

Contour College reserves the right to change, omit and / or remove information relating to students enrolments, results and / or any other information displayed on this website at anytime.

Contour College staff and students are responsible for the content they post on their personal social media accounts and in doing so it is expected the individual acts according to the values of honesty, fairness, trust, accountability and respect, as set out in Contour College Code of Conduct.

Contour College explicitly prohibits social media being used to harass, vilify, bully or discriminate against another person.

NON - COMPLIANCE
Non-compliance with the provisions of this Policy is a serious matter. Depending on the severity and implications of the breach, action may be taken to remove the offending material, invoke the misconduct provisions of the relevant agreement, student disciplinary proceeding s or complaint mechanism. Sanctions may include a warning, counselling, or disciplinary action.

As well as any disciplinary action taken within Statewide Business Training, all relevant personnel and students should be aware of the following:

- Any representative who is using social media for professional, personal or official use could face legal implications including, but not limited to:

  - Privacy; ensuring compliance with the NSW Privacy and Personal Information Protection Act 1998

  - Defamation concerning a third party

  - Where civil action is taken against an employee or student, Contour College accepts no responsibility for the comments, thoughts or posts of the individual concerned.