

Responsible Use of Digital Technologies and Social Media Policy

(Ratified by School Council: March 2026)

RATIONALE:

Digital technologies and social media provide students and teachers with unprecedented opportunities to connect and collaborate with individuals, organisations and groups worldwide. It enhances their global identity and allows them to connect their learning to real world applications while giving and receiving authentic feedback to and from a real audience. In turn, the use of digital technologies and social media carries responsibilities and user are accountable for the actions they take on these platforms.

PURPOSE:

This policy outlines requirements for Glen Waverley Primary School to engage with digital technologies and social media in a safe and responsible manner, ensuring cyber safety and supporting student learning.

DEFINITION:

Age-restricted social media platform

An age-restricted social media platform is an electronic service whose sole or significant purpose is to:

- enable online social interaction between 2 or more users
- allow users to link to, or interact with, some or all of the other users and
- allow users to post material on the service.

It does not include messaging services, online games, and services that significantly function to support the health and education of users. A full definition is set out by the [Commonwealth Online Safety Amendment \(Social Media Minimum Age\) Act 2024](#). It includes most major social media platforms, including Facebook, Instagram, Snapchat, TikTok, X (formerly Twitter), Reddit and YouTube.

GUIDELINES AND IMPLEMENTATION:

Social media use for student learning

On 10 December 2025 the Commonwealth Online Safety Amendment (Social Media Minimum Age) Act 2024 comes into effect. This Act established age restrictions for certain social media platforms and requires that providers of such platforms take reasonable steps to prevent children under 16 years old from having accounts.

We will not use age-restricted social media platforms with students unless it is in a logged-out state and used for content delivery purposes only (for example, showing video content).

Where there is a genuine curriculum-aligned purpose for using content housed on an age-restricted platform, teachers are encouraged to either display the content directly to students or embed the content within a non-age-restricted collaboration or learning platform, rather than directing students to access the age-restricted platform individually.

Social media platforms may only be used for student learning if it serves an educational purpose directly aligned with a Victorian Curriculum framework, and if it provides unique learning benefits not possible in face-to-face contexts or by using other technologies.

We will prioritise non-age-restricted social media platforms, such as Google Classroom, that allow accounts to be made using department or school profiles (department credentialing) and that restrict public access to student content to mitigate privacy and safety risks. Department-provided online tools are strongly recommended over personal accounts.

Expectations of appropriate use will be constructed with students when a platform/application is used for the first time. These expectations will align with the GWPS ICT Acceptable Use Agreements.

Staff use of social media

Staff use of social media must align with professional conduct expectations. Personal social media and gaming accounts must not be used for interactions with students unless objectively appropriate, for example, where the student is also a family member of the staff member. The principal is responsible for determining what is appropriate in such circumstances and may seek advice from Conduct and Integrity Division.

If a staff member becomes aware that a student is 'following' them on a personal social media account or gaming account (where 'following' an account does not require permission from the account holder), the staff member must ask the student to 'unfollow' them and notify the school and/or parent/carer if the student does not do so.

Where the platform/application allows, at least 2 staff members have administrative rights to any school social media page, with individual logins preferred. Where the platform does not allow multiple individual administrators, and a shared administrative login is required, the password must be changed when an administrator leaves the role and/or platform/application. If a staff member leaves the school (e.g. moves to another school or leaves the profession), administrative rights to the account must be removed for that staff member or the account deleted.

We ensure school-affiliated social media accounts do not encourage or promote student use of age-restricted social media platforms.

Appropriate use at school

- a) The primary purpose of social media in the classroom is to provide students with additional tools which promote personalised and differentiated student-centric learning.
- b) At no time during school hours can a student use social media in a way that is not directly related to their learning task. This is to be strictly adhered to and appropriate use will be heavily monitored by teachers (in the classroom and during

specialist sessions). For the purpose of appropriate use, school hours are considered to commence when the student enters the school grounds and cease once the student exits the school grounds.

- c) Students that use social media inappropriately during school time may have access to the school's network and computers revoked in accordance with the Digital Learning and Cyber bullying Policy. If inappropriate behaviour persists, parents will be contacted, and consequences implemented that are in line with the school's Student Management and Behaviour Guidelines.
- d) Students are to seek permission from the teacher prior to posting images, video or sound recording onto social media.

Violation of acceptable use of social media

If a *staff member* is found to be misusing social media in any manner, then this matter will be handled on a case-by-case basis by the Principal and in accordance with DE guidelines.

If a *student* is found to be misusing social media in any manner, then this matter will be handled on a case-by-case basis in accordance with the 'Student Acceptable Use of Digital Learning Agreement' and/or the 'iPad User Agreement'.

If a *visitor or volunteer* within the school is found to be misusing social media in any manner, they will be referred to the Principal and directed to vacate the school premises. Further action as warranted by the Principal may be taken on a case-by-case basis.

Budget Expenditure

The Digital Learning Sub-Program Budget is to be managed by the Assistant Principal who oversees the Digital Learning at Glen Waverley Primary School. The amount of funds available may vary in accordance with whole school priorities and the distribution of funds as outlined in the annual Student Resource Package, Indicative Budget and Confirmed Budget.

RELATED LEGISLATION AND GUIDELINES:

- Digital Technologies – Responsible Use
<https://www2.education.vic.gov.au/pal/digital-technologies-responsible-use/policy>
- Acceptable Use Policy for ICT Resources
<https://www2.education.vic.gov.au/pal/ict-acceptable-use/policy-and-guidelines>
- Technologies and ICT Services
<https://www2.education.vic.gov.au/pal/technologies-ict-services/policy>
- Software and Administration Systems
<https://www2.education.vic.gov.au/pal/software-administration-systems/policy>
- E-Smart Schools
<https://www.alannahandmadeline.org.au/what-we-do/prevention-programs/esmart/esmart-schools>
- Council of International Schools (CIS)
<http://www.cois.org/>
- Bully Stoppers
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx>

RELATED POLICIES

- Curriculum Policy
- Parent Complaints Policy
- ICT as a Teaching and Learning Tool Policy
- 1:1 iPad Acceptable Use Agreement
- ICT Usage and Cyber bullying Policy
- Multimedia Resources Policy

POLICY EVALUATION

Evaluation will be conducted every two years by the Assistant Principal and the Education (Policy) Subcommittee.

DUE DATE FOR REVIEW

Due for review in March 2028.