

Guidelines for the Social Media and Practical Science Policy for SCIENCE MATHS IT TUTORING (Pty) Ltd

Please do the following:

Use good judgment

- We expect you to use good judgement in all situations.
- You must know and follow your own school's Code of Conduct and Privacy Policy.
- Regardless of your online privacy settings, assume that all of the information you have shared on your social network is **public** information.

Be respectful

- Always treat others in a respectful, positive and considerate manner.

Be responsible and ethical

- Always know that the views expressed in your postings, etc. are your own. Stick with discussing SCIENCE MATHS IT TUTORING (Pty) Ltd matters that are within your area of responsibility.
- Be open about your affiliation with SCIENCE MATHS IT TUTORING (Pty) Ltd and the role/position you hold.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do "talking."

Don't share the following:

Confidential information

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.

Private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of others

Please be cautious with respect to:

Images

- Respect brand, trademark, copyright information and/or images of SCIENCE MATHS IT TUTORING (Pty) Ltd.
- You may use photos and video (products, etc.) that are available on the SCIENCE MATHS IT TUTORING (Pty) Ltd.'s website.
- It is generally not acceptable to post pictures of students without the expressed written consent of their parents. Parents to give consent for using photos or video of their children (see page 6).
- Do not post pictures of others (co-workers, etc.) without their permission.

Other sites

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, SCIENCE MATHS IT TUTORING (Pty) Ltd is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the organisation concerned
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

Physical Sciences equipment and chemical substances

- Follow instructions carefully and handle chemical substances with care. Report any accidents, breakages or spills to the responsible adult in charge. Always be sure of procedures before attempting any practical investigation.

And if you don't get it right...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
- Apologise for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g. exposing private information or reporting confidential information), please let someone know immediately so that SCIENCE MATHS IT TUTORING (Pty) Ltd can take the proper steps to help minimize the impact it may have.

Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognise that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember **not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see**. Once something is online, it's out there – and can sometimes be shared and spread in ways you never intended.

Personal Safety

- If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or parent) immediately.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognise that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Always report any accidental online or practical Science related incidences to SCIENCE MATHS IT TUTORING (Pty) Ltd.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

Examples of Acceptable Use

SCIENCE MATHS IT TUTORING (Pty) Ltd will:

- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat social media carefully, and alert staff and students if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.
- Users should use their own good judgment when using social media

Examples of Unacceptable Use

SCIENCE MATHS IT TUTORING (Pty) Ltd will **not**:

- Use social media in a way that could be personally or physically harmful to any person or organisation.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others – staff or students.
- Use language online that would be unacceptable in the classroom.
- Users should use their own good judgment when using social media.

Limitation of Liability

SCIENCE MATHS IT TUTORING (Pty) Ltd will not be responsible for damage or harm to persons, files, data, or hardware.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of volunteer privileges
- Removal of student from activities organised by SCIENCE MATHS IT TUTORING (Pty) Ltd.
- Additional consequences determined by Administration.

The Social Media and Practical Science Policy for SCIENCE MATHS IT TUTORING (Pty) Ltd

Introduction

SCIENCE MATHS IT TUTORING (Pty) Ltd recognises that access to technology and practical equipment gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, the **Acceptable Use Policy*** outlines the guidelines and behaviors that users are expected to follow when using technology or when using personally-owned devices at activities organised by SCIENCE MATHS IT TUTORING (Pty) Ltd.

- Students, parents and teachers are expected to follow the same rules for good behaviour and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- SCIENCE MATHS IT TUTORING (Pty) Ltd makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.
- SCIENCE MATHS IT TUTORING (Pty) Ltd makes a reasonable effort to ensure students' safety in the practical demonstrations and practical work done by students, but will not be held accountable for any harm or damages that result from misuse of equipment or not following instructions.

We encourage teachers, students, staff, and other educational community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking and practical Science activities are fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

I have read and understood the **Acceptable Use Policy*** and guidelines and agree to abide by it.

Yes	No
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As a parent I give permission that SCIENCE MATHS IT TUTORING (Pty) Ltd may use photos or/and video or/and written comments or testimonials on its social media platform(s) and website, and I allow my child to observe and take part in practical Science activities.

(Parent: Printed Name)

(Student: Printed Name)

(Signature)

(Student)

(Date)

(* can be viewed online: www.ScienceMathsIT.co.za)

