



KARDINYA PRIMARY SCHOOL  
Learning for Life

# **Social Media Acceptable Use and Electronic Devices Policy**

**Policy Review: September 2026**

## **INTENT**

Our intent is to grow our school and community understanding of social media and to make connecting with our school more convenient. We intend our content to be more accessible and to also tap into the knowledge and support base of our parent community. By creating an official presence on Social Network platforms, the school can take control of it's image online. It provides the school with an additional opportunity to engage and communicate with the community. Our school's Facebook page allows our community to keep up to date with activities through a medium preferred by many. School community members already communicate online – families, students, staff, and the wider community. As parents experience greater time pressures, online engagement is a powerful way to make parents feel part of the school community. Overwhelmingly, our Facebook page is a place where we build our community by building school spirit. We ask that our community accentuate the positives and bring to everyone's attention the little things that make our school community great. We believe that social media can help support positive relationships and communication within the school community. Additionally, it provides an opportunity for the community – including staff, students, families and past students to view activities and keep up to date with events taking place at Kardinya. This policy is applicable to families, school staff and community members.

All users must comply with the Kardinya's Social Media Acceptable Use and Electronic Devices Policy. The school's newsletter, website and own social networking site will always remain the focus of school communications, in conjunction with Connect notices, school text messages, emails, face-to-face communication, and school assemblies

## **Expectations**

Putting negative thoughts and comments on social media can be damaging and hurtful to our school, our teachers, our students, and our community. It is important to remember to be kind and considerate of everyone when using social media. At Kardinya Primary School, we encourage open and honest communication with everyone associated with our school, as we do with each other and our students. Ideas for innovation and change are always welcome and we encourage you to talk with us often and complete parent surveys to ensure your voice is heard.

## **OUR CODE OF CONDUCT**

### **Rights and Responsibilities**

#### **Rights**

- All individuals in the Kardinya Primary School community are to be free from all forms of bullying including cyberbullying.
- All students, staff, families, and the wider school community are entitled to be respected including in the online environment.
- Parents have the right for images of their child/ren not to be posted on social media without their permission.

#### **Responsibilities**

Students, staff, and families have a shared responsibility to:

- Promote positive online relationships that respect individual differences.
- Acknowledge their responsibility as role models of positive and respectful online behaviours.

- Be familiar with the school's Acceptable Use of Social Networking policy and procedures.
- Respect the privacy of individuals.
- Refrain from posting images of other children on social media.

### **Using Real Names**

All users interacting with the KPS Facebook page, by either liking or commenting on posts must do so using a Facebook account that is clearly identifiable.

### **Raising Issues and not Including Names**

Kardinya Primary School is happy to be alerted to issues via its Facebook page but does wish to remind the community that some things are best dealt with privately. Issues involving any of the students or staff must not be raised in the Facebook page. When issues are raised, we are happy to see people support the issue via a Facebook comment or a 'like'. We will however not support interactions that incite or fuel negative sentiments. We also ask that you do not use the names of our teaching and administration staff, students or any other members of the community in any issues-based postings.

### **When can I use Names in Posts?**

You can use names in posts when you wish to acknowledge someone's great work or community contribution. We wish our Facebook page to be used to build spirit; patting someone on the back publicly goes a long way to building the school we all want.

### **How to Interact with the Facebook Page**

Initially, users will be able to comment on the school's postings and on comments by other users. Users will also be able to 'like' a post or comment by clicking on the like button. Users will not be able to author a posting of their own or load media such as video or photos. User rights will be reviewed over time and assessments made on liberalising access.

### **Underage Facebook Users**

Kardinya Primary School does not endorse children under the 13-year-old threshold imposed by Facebook creating their own Facebook account. We encourage children, under parental supervision, to view our school's Facebook page, however under no circumstances are they to contribute to content. We believe our community's conduct on our Facebook page will serve as role modelling for our students as to how to behave in social media spaces.

### **Moderation and Blocklisting**

Kardinya Primary School reserves the right to set the strength level of the Facebook profanity filter and to add additional words and names to the page's blocklist.

### **Reporting Social Networking Misuse**

#### **Process for complaints:**

- Members of the school community may report misuses of social networking by completing an incident report in writing and giving it to the Principal for follow up.
- Misuse will be documented and investigated to determine the severity of the behaviour.
- Inappropriate posts will be removed from social networks and offenders may be blocked from school social media platforms.
- Disciplinary action following the school's behaviour management policy will take place if the complaint clearly breaches school policies.

- Police action may be required based on the level of severity of the behaviour.

### **The Law and Facebook's Terms**

Kardinya Primary School Facebook page operates under the Commonwealth Telecommunications Act and Facebook's Terms

### **STAYING SAFE ONLINE – CODE OF CONDUCT – GENERAL INFORMATION**

- The use of social media in the classroom must always have an educationally valid context.
- Staff communicating with current students using personal email accounts and being "friends" with current students on social networking sites is unacceptable behaviour.
- Personal social networks must not be viewed by the teacher when the students are in the classroom.
- Teachers must not have access to student's personal social networks.
- Staff accessing personal social networks must be done in their own time and in areas away from student viewing.
- The online presence of all individuals on school social media platforms reflects on the school.
- Professional contact between staff/parents/students should not be made through social networking platforms.
- For queries directly related to schoolwork or classroom-related topics, correspondence with an individual teacher should be through the school or teacher's email address.
- Complaints or grievances raised regarding social media platforms should always be addressed through the school Principal, as outlined in the Complaints Management Policy.
- General complaints or grievances should not be raised on social media. This constitutes misuse and may also constitute defamation. Complaints or grievances should be addressed with the other person/s directly involved.
- Staff members have the same rights in terms of harassment that students and parents have, and staff members can access the same processes outlined in the Complaints Management Policy.
- Parents must not post images of other people's children on social media.
- Social networking platforms using the school name can be deemed by the wider community to be an official communication by the school. As such, staff and parents must not create social media groups such as Facebook pages using the school name.



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# **ELECTRONIC DEVICES POLICY**

## RATIONALE

An increasing number of parents/guardians wish to provide their children with **mobile phones or wearable devices with messaging, Internet and Bluetooth capabilities** for safety, security and/or emergency. This policy details the conditions under which these devices are permitted at Kardinya Primary School.

## PRINCIPLES

- In order for a student to bring a mobile phone or wearable device with messaging, internet or Bluetooth capabilities to school, parents/carers need to write to the Principal requesting permission for the child to have the device at school.
- Mobile phones must be turned off during school hours and are to be handed to the class teacher before school begins and collected at the end of the day. Each phone will be placed in a zip lock bag with the student's name on it.
- Wearable device with messaging, internet or Bluetooth capabilities are to be handed in to the class teacher before school begins and collected at the end of each day. Each device will be placed in a zip lock bag with the student's name on it.
- Mobile phones and wearable devices with messaging, internet or Bluetooth capabilities may only be turned on and/or used **out of school hours**.
- While at school, students are the responsibility of school staff and DoE. Any instances that require emergency contact with parents **MUST** be through the appropriate staff member or a member of administration who will make the appropriate call to parents/carers.
- Devices are not to be used by other students.
- The school does not accept responsibility for any theft, loss or damage of mobile phones or wearable devices.
- The mobile phone or wearable device is not used for inappropriate purposes (*i.e. Students are not to take photos or videos on mobile phones or wearable devices on school premises or message friends or family members.*)

## INAPPROPRIATE CONDUCT

It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. Hence, students with devices must not engage in personal attacks, harass another person, or post private information about another person using messages, taking/sending photos, videos or objectionable images and phone calls.

Students using devices to bully other students will face disciplinary actions as sanctioned by the Principal.

## SANCTIONS

Students infringing on the principles noted above will have their mobile phone or wearable device confiscated and secured. It will be taken to the front office and kept secure and the parent(s) of the student informed. Parent(s) of the student may collect the device at their convenience.

Any incidents of inappropriate behaviours using mobile phones or wearable devices will result in disciplinary action as applied by the principal. The Principal may then withdraw permission to the student to bring a mobile phone or wearable device to Kardinya Primary School for a set period or permanently.

## PERMISSION

Parents are required to complete the Mobile Phone User Agreement (Pink form) which is distributed at the beginning of the school year, or, for parents of new enrolments, a copy of the agreement can be collected from Reception.