MINDSPACE Social Media & Acceptable Use Policy

MINDSPACE recognizes that access to technology in the Centre gives students, teachers, and staff greater opportunities to learn, engage, communicate, share educational resources, create and curate educational content, and enhance the classroom experience. It also helps to develop skills that will prepare students for work, life, and citizenship.

To that end, we provide access to technologies for students, teachers, and staff use. We've created these internet/social networking/media guidelines for users to follow when engaging and representing the Centre in the virtual world. Users are required to follow this *Acceptable Use Policy* when using Centre technologies or when using personally-owned devices within the Centre's facilities or during Centre-arranged programs and activities. We would also encourage you to follow these guidelines anywhere, for your own safety.

Technologies Covered

MINDSPACE may provide internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, websites, resources, content, online tools and more. As new technologies emerge, MINDSPACE will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed above.

General Purpose and Guidelines

- The network and all technologies are intended for educational and work-related purposes.
- All activity over the network or using Centre technologies may be monitored and web activity records may be retained indefinitely.
- Access to online content via the network may be restricted in accordance with our policies.
- Students & staff are expected to follow the same rules for good behavior and respectful conduct online as they would offline.
- Misuse of Centre resources can result in disciplinary action including: notification to parents, suspension of network, technology, or computer privileges, suspension from classes or Centre-related activities, official warnings or employee termination, legal action and/or prosecution.

Please Do the Following:

Use good judgment

- All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.
- You must know and follow the Centre's Code of Conduct, MINDSPACE's Social Media and Acceptable Use Policy, and MINDSPACE's Privacy Policy.
- Don't assume information you may receive through social networking is correct or up-to-date. Among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet.

- Users are expected to take reasonable safeguards against the transmission of security threats over the Centre network and communication channels (email, messaging services, social media, etc). This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.
- Users should not download or attempt to download or run .exe programs over the Centre network or onto Centre resources without express permission from IT staff.

Be responsible and ethical

- Always treat others, both in the real world as well as online, in a respectful, positive and considerate manner.
- Do not use online platforms or public chats (ie Whatsapp groups) as a way to express your grievances or concerns. Please be professional and speak directly to the appropriate supervisor in these matters.
- Unless you are specifically authorized to speak on behalf of the Centre as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing Centre-related matters that are within your area of responsibility with the relevant audience.
- Be open about your affiliation with the Centre and the role/position you hold.

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Don't Share the Following:

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Confidential, private or personal information

- Regardless of your privacy settings, assume that all information you share on the internet is public information.
- Do not publish, post, release or transmit information that is considered confidential or not public. If it seems confidential, it probably is. Always respect the privacy of the Centre community members - including parents, students, and co-workers.
- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations. Online "conversations" are never private. Do not use your birthdate, address, phone number, IC number, or financial information on any public website.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future universities or employers to see. Once something is online, it's out there and can sometimes be shared, spread and interpreted in ways you never intended.
- Students should never agree to meet someone they meet online in real life without parental permission. Adults should use extreme caution.
- It is NOT acceptable to post pictures of students on your personal media platforms. Pictures and other media related to students should only be used with the parents' express & documented permission and should be used on MINDSPACE owned and run platforms.
- Do not post pictures, etc. of others (co-workers, parents, etc.) without their permission.
- 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 or supervisor immediately.

Please be Cautious with Respect to:

Images and other media

- Respect brand, trademark, copyright information and/or images of the Centre.
- Do not search for images, videos, or content that are inappropriate or against MINDSPACE's code of conduct.
- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet unless the relevant licenses grant such usage.
- Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

Other

- 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, 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 Centre.
- When using Twitter, Facebook and other platforms, be sure to follow their terms and conditions.

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

- Be sure to correct any mistake you make immediately, and make clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.

When to Notify IT or Admin Staff

- If you've made a major mistake (e.g., exposing private information), please let Admin know immediately so the Centre can take the proper steps to help minimize the impact it may have.
- Users of the network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.
- If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an IT staff member to submit the site for review.
- Please notify IT if your loaned device or a MINDSPACE platform is no longer working or has been compromised.

MINDSPACE Provided Email Accounts

- MINDSPACE may provide users with email accounts for the purpose of Centre-related communication. Availability and use may be restricted based on Centre policies.
- If users are provided with email accounts, they should be used with care. Users should not send personal information, should not attempt to open files or follow links from unknown or untrusted origin, should use appropriate language, and should only communicate with other people as allowed by Centre policy or the teacher.
- Company emails may be monitored and archived.

Loaned Devices

- MINDSPACE may provide users with mobile computers or other devices to promote learning both inside and outside the classroom. Users should abide by the MINDSPACE Social Media & Acceptable Use Policy & the Centre's Privacy Policy.
- Users are expected to treat these devices with extreme care and caution; these are expensive devices that the Centre is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Personally-Owned Devices

- Staff may bring and use personally owned devices to the Centre for education and work-related uses.
- Staff should use these devices only when appropriate, as necessary, and for work-related purposes. Personal communications and entertainment should be sought outside working hours only.
- Students may bring personally-owned devices to the Centre. These should only be used when specifically requested by the teacher. Students are not allowed to use devices during breaks.
- Any misuse of personally-owned devices by either student or staff may result in disciplinary action.

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.
- Please immediately alert a teacher or EMT if you see threatening, bullying, inappropriate, or harmful content (images, messages, posts) online.

Do Not:

- Use Centre technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for your use.
- Do not send spam or chain mail.
- Do not use language online that would be unacceptable in the classroom.

Teachers and Staff

- Teachers and staff should not give their personal devices (phones, laptops, etc) to students to use. Among other reasons, this is to protect the personal information & pictures, passwords, and accounts of the staff member as well as to avoid any issues that may occur should the device get damaged.
- Media in the classroom should be for educational purposes only. Rewards, party days, etc. in the media form should be few and far between.
- All video content must be included in lesson plans on Gibbon.
- Only short (under 20 minutes), *distinctly academic* videos may be played for students' viewing without prior EMT approval. These videos should be *unquestionably appropriate* for students of the given age, have no foul language or images, nudity/partial nudity, etc. and be in line with the Centre's Biblical beliefs and code of conduct.
- Videos (movies, shows, music videos, YouTube videos, etc) that are longer than 20 minutes or are not distinctly academic need to be submitted to EMT for approval at least one week in advance.
    - o The submission should include the title, length, rating, and synopsis of the video as well as the date, start & end time that you want to show it. Please also include a justification as to why this video should be shown.
    - o Once approved by the EMT, parents will need to sign a consent form to be collected and retained by the Admin Office.
- As always, students should never be left unsupervised. Teachers & TAs assigned to the students should remain in the room with the students while a video is playing.
- Media from YouTube or other sources where pop-ups or commercials may interrupt a video need to be downloaded so as to protect the students from unwanted and inappropriate videos or images.
- All staff members (teachers, TAs, elective teachers, those on student supervision duty, etc) should enforce the Centre's guidelines on media usage by students. This includes, but is not limited to, which devices can be used, when and where media can be watched, and the content of the media - by frequently checking the screen and watching for signs of misuse.
- All music selections played in students' hearing must be well-known and distinctly academic, Christian worship songs, or instrumentals. All other songs will need prior approval by the EMT.
    - o Students should not use their devices to play music for others (other than the approved music mentioned above).
    - o Students should not be allowed to select music or any media to be played on the fly, as the music will need to be screened first.
    - o Lyrics that are sung in other languages must still adhere to the guidelines written above.
- We are endeavoring to create a database of approved media content (both music and video) so accessing previously approved media will be easier.
- **In case you have any questions, please speak to the EMT for clarification. Failure to follow the above guidelines will result in disciplinary actions.**

Limitation of Liability

- MINDSPACE will not be responsible for damage or harm to persons, files, data, software or hardware.

- While MINDSPACE employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

- MINDSPACE will not be responsible, financially or otherwise, for unauthorized transactions conducted over the Centre network.

- MINDSPACE and its employees will not be held accountable for damaged or stolen property including electronic devices.

* Revisions may be made to this MINDSPACE Social Media and Acceptable Use Policy from time to time as needed. Check for the latest document version. Users are responsible to stay updated with the latest version of this policy.