

# Policy & Procedure

## Enrollment

The purpose of this Policy is to set standards of behaviour for the use of Social Media that are consistent with the broader values and expectations of the ICMG Saturday School community.

Social Media – refers to all social networking sites such as Facebook, Instagram, Twitter, LinkedIn, Google+, Form spring, YouTube and MySpace, MSN, Kick, etc and includes email and mobile devices

Students at ICMG Saturday Turkish School enjoy the opportunities and reward that being a member of the School brings. It is subsequently expected that Students will uphold the ethos of the School within and without and in all Social Media interactions. Students will not act in such a way that the image of the School is brought into disrepute nor in a way that harms members of the School community. ICMG Saturday School expects Students to use Social Media in a respectful and responsible manner.

Social Media should not be used to insult, present offensive or inappropriate content or to misrepresent the School or any member of the School community.

### Guidelines to Implementation

Students are expected to show respect to others, including members of the School community. Students are also expected to give due respect to the reputation and good name of the School.

When using Social Media, Students are expected to ensure that they:

- Respect the rights and confidentiality of others;
- Do not impersonate or falsely represent another person;
- Do not bully, intimidate, abuse, harass or threaten others;
- Do not make defamatory comments;
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the ICMG Saturday School Community

- Do not post content that is hateful, threatening, pornographic or incites violence against others;
- Do not harm the reputation and good standing of ICMG Saturday Turkish School or those within its community;
- Do not film, photograph or record members of the School community without express permission of the School or use film, photographs or recordings without express permission of the above;
- Do not post images contrary to the Turkish culture and values

A breach of this policy will be considered by the Principal or his/her Delegate, and will be dealt with on a case by case basis and could result in the following:

- Loss of computer usage
- Detention
- Suspension
- Expulsion

All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to Police where the School is obliged to do so. Students and Parents must be aware that in certain circumstances where a crime has been committed, they may be subject to a criminal investigation by Police over which the School will have no control.

