Policy and Procedure Register updates – Summary of changes to:

Social media policy

1. **Reason for new/updated policy or procedure** *(select all that apply)*		
☐ Change of policy/procedure requirements	☐ Audit/review recommendation	
☐ Change to legislation/delegations	☒ Due for review	☐ Other

The *Social media policy* (policy) review date was 29 June 2021.

The policy has been updated to provide clearer guidance to employees on the principles and requirements for the appropriate use of social media when using departmental ICT devices, facilities or assets.

The policy recognises the public nature of online communication and aligns with the department's *Digital Services Plan 2024–2028* which seeks to mature digital services and capability, with a specific focus on modern learning and business modernisation.

2. **Summary of changes**

Social media policy

The updated policy addresses the principles, legal obligations and departmental requirements for the appropriate use of social media.

- Its application is limited to the use of departmental information communication technology (ICT) facilities, assets and/or digital devices (for work purposes and in a personal capacity).

- The principles provide guidance to employees with a sharper focus on accountability, confidentiality, and maintaining safe and inclusive environments.

- Key legislative references have been included to capture specific legal obligations – the policy outlines the circumstances/behaviours that could give rise to disciplinary proceedings under the *Public Sector Act 2022*.

- Definitions have been expanded and additional resources are hyperlinked to address topics including cybersafety and reputation management, eSafety, social media and the school community.

3. **Impacts to roles and responsibilities**				
Does the new/updated content change staff roles/responsibilities *in any way*?		☐ Yes	☒ No	
If yes, select the type of change: *(select all that apply)*				
☐ Revised responsibilities	☐ New/additional responsibilities		☐ Removed responsibilities	

Position title	Summary of change	Page #
NA	NA	NA

4. **Communication and support for implementation**

Due to the incremental changes made to the policy during its review, there is no requirement to change or create additional training. Current mandatory training (including management foundations) on the Code of Conduct already captures appropriate workplace behaviours.

Communication activities scheduled in Term 2, 2024 include:

- ConnectED newsletter item to target all staff

- OnePortal bulletin and homepage slider to target all staff
- digital signage in Education House foyer along with screen savers on school computers and central and regional office computers
- OneSchool messaging (web) and HR update (email newsletter).

For further assistance, please contact:

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