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[safeonsocial.com](http://safeonsocial.com)

# KINGSCLIFF HIGH SCHOOL



**ACHIEVEMENT THROUGH ENDEAVOUR**



## 2019

The Guide to being Safe on Social

**Quick Guide**

## Using social media at Kingscliff High School

Social Media is viewed by most people as a fun way to share information about themselves, friendships, family and things that happen in their day-to-day lives.

### *But things can go wrong...*

It is important to understand that what you post on social media sites can affect your life both in good ways and bad.

By considering and implementing the following tips you will be able to:

- Continue to express your point of view on social media.
- Engage with, and participate in online communities.
- Minimise risk and the potential for negative repercussions.
- Share what you learn with your friends and loved ones.

Some photos that may be deemed by you to be personal that include you or your friends in uniform, your teachers and photos of our school may be considered representation of Kingscliff High School. If you are discussing or referring to Kingscliff High School in your posts people may read what you say as representation of Kingscliff High School even if you state that your opinions are your own.

## Personal security and privacy on social media

Security and privacy settings can be adjusted to your personal requirements on all major social media sites. It is your responsibility to ensure that your settings provide you with the maximum security and privacy. Kingscliff High School is able to assist you if you need help.

Listing where you go to school (or work if you have a part-time job), date of birth, address, and telephone numbers on your social media pages could make you, your family and friends vulnerable to identity theft, fraud, scams and other criminal activity. It is best that you keep these details private.

### On social media sites you should always:

- Check how old you need to be to use the site.
- Never share your password or login details with anyone.
- Assume that the whole world can see what you are posting.
- Think about what the collective total of your posts, and such things as pages you like say about you.
- Manage your personal reputation appropriately.
- Ensure that your post is truthful, kind and respectful.
- Consider and protect other people's security and privacy as well as your own - especially when posting and tagging photos.
- We strongly recommend that you turn location services off on your smart phone and any other applications that pinpoint your current location.

- Change your password and check your security and privacy settings at least every three months.
- Be aware that your friends and other contacts may leave you vulnerable with their inadequate security settings so remind them to change their passwords when you change yours.
- Read and adhere to relevant student Codes of Conduct about using your smart phone or other mobile device at school as they extend to your social media usage.

### On social media sites you should never:

- Share any type of personal information about other students or teachers.
- Post anything that may be considered bullying, racist, threatens violence, or incites hatred or fear.
- Post photo's of your student card or any other form of identification.
- Comment about any teacher, student or their parents or carers unless it is kind and respectful.
- Share photos of teachers, students, their parents or carers without their permission.
- Appear as if you are posting on behalf of Kingscliff High School.
- Post any comments criticising or complaining about Kingscliff High School please take your complaints to a teacher instead.

