

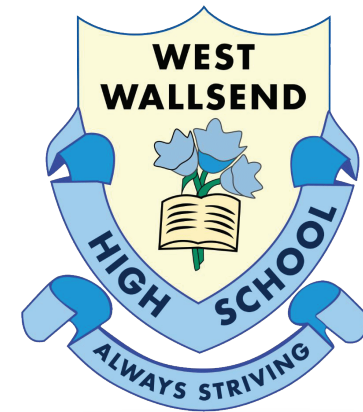


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Whilst every attempt has been made to ensure that the information in this guide is accurate, It is the nature of Social Media to be constantly changing, therefore Safe on Social Media Pty Ltd and West Wallsend High School gives no guarantees to the completeness or accuracy of the contents of this guide.



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2017

The Guide to being Safe on Social Media

Quick Guide

Using social media at West Wallsend 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 information about your friends that you may not actually want to share.

If you are discussing or referring to West Wallsend High School in your posts people may read what you say as representation of West Wallsend 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. West Wallsend 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 visitors, staff and volunteers at West Wallsend High School
- Post anything that may be considered bullying, racist, threatens violence, or incites hatred or fear.
- Post photos of and form of identification.
- Comment about any visitors, staff and volunteers at West Wallsend High School unless it is kind and respectful.
- Share photos of visitors, staff and volunteers at West Wallsend High School without their permission.
- Appear as if you are posting on behalf of West Wallsend High School.
- Post any comments criticising or complaining about West Wallsend High School or its visitors, staff and volunteers. Please take your complaints to a member of West Wallsend High School team instead.

