

The policy is intended to provide a context for the responsible, professional use of electronic communication and social media by members of the College (students, faculty and staff). For the purposes of this policy, electronic communication and social media encompass software, applications (including those running on mobile devices), email, and web sites, which enable users to interact, create and exchange information online. Examples include, but are not limited to, Facebook, Twitter, LinkedIn, Flickr, YouTube, Snapchat and Instagram.

West Island College will have an online presence on social media sites for the purpose of promoting the life and culture of our educational community. Our intended audience will include current WIC students and families, alumni and potential new WIC families. We want to make it easy for them to find us in places that they are actively participating in online and have them share in our exciting world. In order to reach a broad audience we would encourage you to participate and help amplify our message.

But before you start posting, please read and remember the following principles when interacting online.

Before we begin a few starting points ...

1. WIC's Social Media accounts will not "follow" or "friend" any students. You may use hashtags that have been created to connect directly with WIC accounts, but do not be offended that WIC will not follow students directly.
2. Teachers and staff members are restricted from having students as "friends" online.
3. WIC has a zero tolerance policy for bullying whether in person or online. Please refer to WIC's Parents and Students Handbook for further information.

Anytime you post online you should always:

- Act in the same manner online as you would at school. Just because you are online does not mean that you are invisible. Not only will your classmates be able to see your posts, but so will your teachers and parents.
- Connect on WIC's social media accounts to share and encourage one another in a positive way. This means we expect you to treat others with respect online. Any negative comments will be addressed.
- It is not appropriate to use inappropriate language at school, so please do not use it online.
- Review and understand WIC's Cyber-Bullying Expectations policy before posting online (see the Parents and Students Handbook for more information).

Staying safe

- Before you post any images or text, always ask your friends if it is alright you are sharing their photo. The same goes for tagging someone.
- Never post personal information such as last names, phone numbers, addresses etc. This information will be removed immediately from anything connected to WIC's accounts and will be addressed in person (between WIC, the student and parents).
- Remember that what goes online, stays online – before you post you need to ask yourself if you would share this information with a teacher or parent.

General considerations

- Social media use is not permitted during class time unless it is directed by the teacher.
- Do not pretend to be someone fictional online.
- If a classmate asks you to take a post down in which they are mentioned (photo or text) you must respect them and take it down.
- Make sure the information you share does not reflect poorly on you or the College. WIC's social media accounts are created as a space for us to celebrate our achievements and the great experiences we have at school.
- If you are having a problem at school, social media is not the place to bring it up. Please seek out the help of a teacher, or staff member to address your concerns.
- Permission from the College is required before using the School's name, logo, uniform, photos or other intellectual property when creating anything online.

Students who do not abide by these terms and conditions will be subject to disciplinary action.

I understand and agree to the terms of the Social Media policy.

Student Name	Student Signature	Grade
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Parent Signature	Date
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