



# **Social Media Policy and Procedures & Audio-visual Material in Schools**

Fresh Hope is a Ministry of Churches of Christ  
in NSW and the ACT

# Social Media Policy and Procedures

## Context

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Use of social media is increasingly part of everyday online activities. This policy should be read and interpreted in conjunction with:

- Teacher Authorisation Processes – Code of Conduct
- Privacy and Personal Information Protection Act 1998

## Legislative Provisions

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Privacy and Personal Information Protection Act 1998

<http://www.ipc.nsw.gov.au/ppip-act>

## Policy Statement

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The Social Media Policy provides guidance and support to all staff as they engage in social media.

SRE teachers are supported in social media online applications such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites and message boards that allow people to easily publish, share and discuss content.

Social media provides an opportunity to:

- Engage and interact with our various audience
- Promote staff expertise

The following five standards apply to teachers work use and personal use of social media at any time. Teachers should:

- Always follow relevant organisational policies including the Teacher Authorisation Process - Code of Conduct
- Not act unlawfully (such as breaching copyright) when using social media
- Make sure that personal online activities do not interfere with the performance of the job
- Be clear that personal views do not necessarily reflect the views of this organisation
- Not disclose confidential information obtained through work

# Audio-visual Materials in Schools

## 1. Classification of films and computer games

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The National Classification Scheme provides advice on the classification of films, computer games and television material. When selecting audio-visual material, ensure that the classification of the material is appropriate.

In general, films and computer games are classified as G, PG, M and MA 15+. Films may also be classified R 18+ or X 18+. G, PG and M are **advisory classifications** recommending the appropriate audience. MA 15+, R 18+ and X 18+ are **legally restricted classifications**.

Details of the classifications can be found on the *Commonwealth's Classification website*.

Classification systems for television are similar to those used in the National Classification System and include C, P, G, PG, M, MA 15+, AV 15+ and details are available from the *Commercial Television Industry Code of Practice*.

## 2. Classification of television material (other than films)

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The *Broadcasting Services Act 1992* provides the framework legislation for television and radio broadcasts. While films that may appear on television are generally covered under the *National Classification Board guidelines*, television programs are classified using Television Classification Guidelines, included in the *Commercial Television Industry Code of Practice* coordinated by the *Australian Communications and Media Authority (ACMA)*.

## 3. Legislative Provisions

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Australian Communications and Media Authority (ACMA).

<http://www.acma.gov.au/>

Broadcasting Services Act 1992

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/bsa1992214/](http://www.austlii.edu.au/au/legis/cth/consol_act/bsa1992214/)

Classification (Publications, Films and Computer Games) Enforcement Act 1995

<http://www.legislation.nsw.gov.au>

Commercial Television Industry Code of Practice

[http://www.freetv.com.au/content\\_common/pg-code-of-practice.seo](http://www.freetv.com.au/content_common/pg-code-of-practice.seo)

Commonwealth's Classification website

<http://www.legislation.nsw.gov.au>

National Classification Board guidelines

<http://www.classification.gov.au/Guidelines/Pages/Guidelines.aspx>

#### 4. Directions for Use

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- a) All audio-visual materials and computer games must be previewed by teachers prior to use with students. The reviewer should give particular consideration to the suitability of the material in the educational context and the age and maturity of the intended audience.

Consumer advice found adjacent to classification marking may assist organisations when previewing materials. Organisations should also be sensitive to cultural protocols that may be relevant to certain members of intended audiences when previewing materials.

- b) The use of classified films, programs and computer games in schools requires the approval of the approved provider or delegate. The approved provider/delegate or an executive member of staff may approve the use of **C, P, G, and PG** material but must not delegate approval relating to use of **M** and **MA 15+** material.
- c) Material classified **G** is classified for general viewing. There may be some material in this category that is of no interest to students.
- d) Material classified **PG** should only be used with students after careful consideration by teaching staff given that material in this classification might upset, frighten or confuse some students and an adult may be required to provide guidance to students. Staff may wish to inform parents in advance of the presentation of this material to allow parents the opportunity to withdraw their child from the viewing.
- e) Material classified **M, MA 15+, R 18+ or X 18+** must not be shown during SRE.

Approved providers must ensure that no breaches of copyright eventuate in screening any material considered suitable following review within the conditions outlined above. Films may be played for educational instruction by way of an exemption in copyright law provided the audience is limited to persons who are receiving the educational instruction or are otherwise directly connected with the place where the instruction is given.

The SRE Resource Checklist below should be used to determine if a resource is appropriate to be used. Youtube and other streaming video services are discouraged due to the unpredictable nature of advertisements that may inadvertently be shown.

If there is any doubt regarding the suitability of a program or film for student viewing, then the teacher is advised to err on the side of caution and not show that material.

## **SRE Resource Checklist**

<b>Component</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Maybe</b>
<i>Appropriateness*</i>	Is it rated E, G or PG? (No M, MA15+ or above material can be shown at any time for SRE).			
<i>Teaching*</i>	Is the main purpose of the resource to teach about faith or aspects of faith & does not require children/youth to make faith statements that may not be true for them?			
<i>Supplement*</i>	Is the resource being used to supplement the curriculum (add support rather than become the whole lesson)?			
<i>Policy*</i>	Is the resource in line with the NSW Department of Education's policy?			
<i>Language*</i>	Is there no offensive or derogative language used in the resource?			
<i>Outcomes*</i>	Does the resource link back to the big idea/outcomes of the lesson?			
<i>Communication</i>	Does the resource communicate simply, visually & clearly positive Christian beliefs & values that are held by mainstream Christianity?			
<i>Discriminative, controversial or sensitive issues*</i>	Is the resource without potentially discriminative, sensitive or controversial issues (even if seemingly minor), such that a student would need extra emotional or mental support in the lesson?			
<i>Thinking &amp; reasoning</i>	Does the resource stand by itself and not need a lot of background knowledge or experience?			

\* This is a non-negotiable. You need to be able to answer yes for the resource, otherwise you cannot use it.

This checklist is to be used for all extra resources involved in teaching SRE in NSW that have not been identified as a part of a curriculum. These include:

- Art
- Books
- Poems
- Songs
- Websites
- Podcasts
- Movies
- Video clips/YouTube

*This list is not exhaustive but gives an idea of the types of resources that teachers may like to use in their SRE class.*