



Guidance on the use of social media for students

The Calcutta International School Society recognizes that social media is a part of everyday life for most students and that it can be an important and valuable means of communication.

CISS also recognizes the entitlement of students to freedom of speech within the law. The School is mindful, however, that the use of social media can carry risks.

These guidelines are intended to support and protect students in their use of social media including making students aware of the possible risks which may arise from the inappropriate, irresponsible or careless use of social media.

Social media refers to any form of media that encourages online social interaction between users and content creators and include socially-orientated (e.g. Facebook) networking sites(e.g. LinkedIn), blogs and discussions forums, Twitter, instant messaging and other chat media (e.g. Instagram, YouTube, Snapchat), and any media site that allows public commenting or posting.

It is the responsibility of all students to ensure that their use of social media is appropriate and responsible, and to make themselves familiar with this guidance.

Guidance:

1. Students must thoroughly check privacy settings and consider how much information is being shared by them. The implications of posts and comments must be considered before posting.
2. Inappropriate or inaccurate comments which are damaging to a person's/ or the School's reputation should be avoided as they could result in a claim for defamation, for which a student could be personally responsible and the student would be dealt with seriously by the School disciplinary committee.
3. Bullying remains bullying even if it is not conducted in a public sphere. The same is true for cyber-bullying. Such acts of bullying will be handled very seriously by the School.
4. As a student of the School, and being closely associated with the name and repute of the school, every student is bound by the School's rules of Student Misconduct.
5. Comments and other postings made or facilitated by every student on social media will also reflect on the School and they should therefore when using social media remain mindful of avoiding communications that would or could defame the School or its staff or students or otherwise damage the reputation of the School.

6. In particular, students should avoid making, posting, or facilitating statements, photos or videos that :
 - a. Discriminate against a person based on his or her race, gender, disability, sexual orientation, age, religion or beliefs or national origin;
 - b. Make sexual innuendos;
 - c. Are offensive, false, inaccurate or unjustified;
 - d. May come under the purview of bullying or cyber-bullying;
 - e. Constitute a criminal offence;
 - f. May breach the School's policies/Rules/Code of Conduct.

7. Students whose use of social media is suspected by the School Authorities of constituting misconduct, or non-compliance of the guidelines stated here-in-above, may be subject to investigation or other disciplinary action by the School under relevant procedures as may be held appropriate by the Disciplinary Committee/Board of Governors.

8. In appropriate cases, a non-compliance of the guidelines and misconduct ,may result in the student's temporary or permanent exclusion from the School under its published procedures.

9. It is to be noted that in determining whether a student has breached the rules of Student Misconduct based on the guidelines herein provided, the school, along with various sub-committees and the Board of Governors, will take into account all of the circumstances, balanced against the entitlement of all students to freedom of speech within the law.

10. This is not an exhaustive list, but merely examples of what may constitute a breach of the rules of Student Misconduct in certain circumstances. Other acts on social media which may be deemed to be misconduct or damaging to the schools reputation may also be taken up by the Board of Governors/ Disciplinary Committee and dealt with seriously.