

## Regulations pertaining to internet and social media at school

### Introduction

Social media play an important role in the lives of students and teaching staff. The use of social media is part of the behaviour of students within the school. Social media can help to improve education and make lessons more fun, to stay in touch with friends, to experiment and to push boundaries. But social media also involve risks, such as bullying and the unintentional sharing of photographs or other data.

With these regulations, discussions can be held at school, in the classroom or at home about what is (and what is not) acceptable on social media. The agreements apply to all students, staff and volunteers of the schools within Stichting Het Rijnlands Lyceum for the use of social media on mobile phones and other (mobile) devices. Not only at school and in the classroom, but also in the media use outside the school.

With the use of social media we mean the use of programs with which information can be searched for, shared and presented online. Examples include Facebook, Twitter, Instagram, YouTube, Snapchat, but also all (new) similar programs and apps.

### Agreements on the use of the internet and social media

1. These regulations apply to all students, staff and volunteers of the schools that form part of Stichting Het Rijnlands Lyceum, regardless of where they use their social media.
2. We treat one another kindly and with respect, and accept everyone as they are. That is why we do not bully, hurt, stalk, threaten, damage or vilify one another.
3. Everyone is responsible for what they place on social media, and can be held accountable for this. Forwarding and retweeting are also actions for which you can be called to account.
4. Make sure you know how social media work before you use them, make sure the settings are correct and you do not share more information than you want. Everything that is communicated via the internet and social media can still be found for a long time to come.
5. When using the internet and social media, we take account of the good reputation of the school and everyone involved, such as teachers, educational support staff and parents.
6. We help one another to use social media properly and sensibly, and we hold one another accountable for this. If that is not possible, we ask for assistance from our teacher/mentor, department coordinator or director.
7. The teacher must give permission for the use of a mobile phone or social media in the lesson. Appropriate rules apply during examinations, tests, hearings and test papers.

8. We respect one another's privacy. Therefore when using the internet and social media, no information, photos or videos are distributed to others, if they have not given permission for this, or if they may suffer negative consequences.
9. Internet and social media are only used for acceptable purposes. At school it is therefore not allowed:
  - a. to visit sites or download and distribute information that is pornographic, racist, discriminatory, abusive or offensive;
  - b. to hack and gain unauthorised access to non-public sites or programs;
  - c. to share information, photos or videos that are clearly not intended for further dissemination. Keep your passwords secret;
  - d. to send fictitious messages or use a fictitious name as sender;
  - e. to harass someone, to pursue them or to 'flame' them.

If someone is offered information concerning the abovementioned points, this is reported to the teacher/mentor or the director/principal.

10. If the internet and social media are used via the school's network, this must not endanger the quality of the (wireless) network or cause damage to people or institutions. Hacking, excessive downloading or overloading of the network is naturally forbidden.
11. Making contact, following one another or 'becoming a friend' is a conscious decision that has been properly thought through. We know who the other person is.
12. If it is established that the agreements are not being observed, this will first be discussed with the person concerned. In the event of a serious offence, the management of the school may decide to impose a measure, which may consist of confiscating the telephone (or similar communication equipment), excluding access to the school's network, imposing a disciplinary measure (punishment) or in extreme cases, the suspension or removal of the student from school. In this case contact is always made with the parents of the student. In addition, the management can contact the police in the event of a criminal offence.

May 2018, v2.0