

SCOTCH COLLEGE RESIDENTIAL COMMUNITY

WHATSAPP ACCEPTABLE USE POLICY BETWEEN STAFF AND STUDENTS (created February 2018)



WhatsApp Messenger is a Messaging Application that can transfer messages between group participants. It can be used either through a mobile phone network or Wi-Fi connection. WhatsApp is an application that can be downloaded onto any device and is available through the various App Stores. WhatsApp can be downloaded and linked to use on the school laptop, though, a mobile phone service is still required for the App to work in this format.

For us, as a Residential Community, WhatsApp is a very useful application as it can connect people within or outside of Australia without having to rely on being connected to an Australian communications provider. We believe that it is an App that can keep our year groups connected and informed during and outside of the normal school operating hours.

As with any messaging, or social media application, there needs to be guidelines in place for safe usage. The following are to be adhered to if choosing to use WhatsApp with a group of Residential Students;

- The Residential Head of Year will seek guidance from the Director of Residential Life prior to creating a WhatsApp group for their Year Group.
- The Residential Head of Year is responsible for creating the WhatsApp group and invites the students (and staff) to join the group.
- The Director of Residential Life will be part of any WhatsApp group.
- It is recommended that all members of the Year Group will be included within the WhatsApp group. The only exception to this is if one of the boys within the Year Group does not have access to a device that supports WhatsApp.
- All communication between staff and students should occur within the group format. It is not recommended that any communication between a staff member and student occur privately. In case of emergency in regards to contacting a student personally the WhatsApp application should only be used as a notification tool only.
- If a student or staff member leaves the Residential Community then they should be removed immediately from the WhatsApp group.
- All staff members involved within the WhatsApp group are to monitor all conversations. If a conversation is deemed not to align with the rules, policies and values of Scotch College then the staff member is expected to manage the situation.
- No photos, videos or audio recordings that are recorded in WhatsApp may be removed from the conversation without prior permission from the students and/or staff within the group.
- Students must be at least 13 years old to use WhatsApp. If a student is 13 or under then a Parent and/or Guardian must agree to the Terms and Conditions to use WhatsApp on behalf of the students. These terms can be found here: <https://www.whatsapp.com/legal/#terms-of-service>.
- Further information regarding WhatsApp Messenger can be found here: <https://www.whatsapp.com>.

WHATSAPP GROUP PERMISSION

I give permission for my son, _____ (students name) to use WhatsApp and be part of the Year _____ Residential Community WhatsApp group.

I agree with, and fully support the policy as above and to the WhatsApp terms of use.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Residential Head of Year: _____ **Date:** _____