



Social Media Policy

Overview

The purpose of the Social Media Policy (Policy) is to acknowledge that Island Dance respects the right of all staff, contractors, students, parents, and guardians to use social media forums for self-publishing and self-expression and does not do so in a manner that adversely affect the image or reputation of Island Dance, its staff, clients, students, parents and guardians.

Responsibilities

Island Dance shall:

- Ensure effective implementation of this policy.
- Comply with applicable legislation and industry guidelines.
- Maintain clear delegation of responsibilities and accountabilities.
- Ensure consultation with staff, affiliates, students, parents, and guardians where potential breaches of this policy may arise.
- Investigate and respond to all reports of violations of this Policy and other related policies.
- Monitor comments or discussions about Island Dance, its workers, and clients, including products and competitors, posted by anyone.

Island Dance affiliates, students, parents, and guardians shall:

- Abide by policies, procedures, instruction, and lawful directions that relate classes delivered by Island Dance.
- At all times when engaging on social media while identifying as an Island Dance student, parents/guardians, volunteer, or employee, must only do so with integrity and respect.
- Acknowledge at no time permission is given to reveal any information that compromises Island Dance. Including personal information about the director, staff, students and/or their families, any proprietary and confidential information.
- At no time claim or imply that they are speaking on behalf of Island Dance.
- Acknowledge and understand Island Dance affiliates, students, parents, and guardians are personally responsible for their commentary.
- Island Dance affiliates, students, parents, and guardians may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous and maybe subject legal proceeding in accordance with State and Commonwealth laws.
- At no time engage in social media as a representative on or behalf of Island Dance unless first obtaining written approval.
- Ensure no photographs / videos that feature Island Dance students other than your own online without the proven consent of their parent/guardian.
- Not post the name, trademark or logo of Island Dance or any company-privileged information, including copyrighted information or company-issued documents.
- Contact Island Dance Principal immediately if contacted by the media or press about any post that relates to Island Dance's business.
- Acknowledge and understand any individual in breach of this Policy may be subject to enrolment being terminated.

Miss Marie (Island Dance)

Principal / Director

Date of Issue	Document No	Social Media Policy	Version	Page
01/01/2023	ID - 003	Document is considered an uncontrolled copy if printed. <i>Refer to Document Master Register for Version History – Next review 2024 or as required</i> <i>Island Dance refers to all businesses associated including Island Dance, Music Works and JKA</i>	3	1