

Social Media Policy (2025–2026)

1. Links to the Guiding Statements

This policy aligns with RISS's vision, mission, and core values, which promote respect, responsibility, integrity, and digital citizenship. The school aims to maintain a safe, positive, and professional online presence that reflects its commitment to ethical behavior and community well-being. Responsible use of social media upholds the school's reputation and supports a culture of respect and inclusivity.

2. Purpose

The purpose of this policy is to provide clear guidance for the appropriate and responsible use of social media by all members of the RISS community.

It ensures that online interactions reflect the school's values, protect the reputation of the institution, and safeguard all individuals within the community from harm, misconduct, or misuse of digital platforms.

3. Scope

This policy applies to all members of the RISS community, including:

- School staff and administration
- Students
- Parents and guardians
- Contractors, volunteers, and visitors

It covers all social media activity that directly or indirectly associates an individual with RISS, including but not limited to blogs, wikis, podcasts, digital images and videos, messaging platforms, and networking sites such as X (Twitter), Instagram, Facebook, YouTube, and TikTok.

4. Principles

This policy is based on the following guiding principles:

- **Respect:** Uphold respectful and positive communication across all platforms.
- **Integrity:** Avoid misrepresentation or dissemination of false information.
- **Confidentiality:** Protect the privacy and personal data of all community members.
- **Safety:** Avoid sharing personal or sensitive information online.

- **Accountability:** Assume full responsibility for all online actions and posts.
 - **Professionalism:** Maintain ethical standards that reflect the school's values both on and off campus.
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5. Procedures for Use

5.1 General Expectations

All members of the school community must:

- Use social media responsibly and avoid sharing content that may harm the school's image or individuals within it.
- Follow the school's Code of Conduct and Behavior Policy when interacting online.
- Refrain from posting offensive, inappropriate, or defamatory content.
- Obtain prior permission before sharing photos, videos, or comments involving other students, staff, or community members.
- Respect copyright and intellectual property laws when using external materials.

5.2 Students' Use

Students are expected to:

- Read and adhere to the terms and age restrictions of all platforms.
- Avoid accessing social media during school hours without permission.
- Never share personal information or passwords online.
- Do not contact or add staff members on personal social media platforms unless formally approved.
- Avoid bullying, impersonation, defamation, or misuse of school-related media.
- Inform the Designated Safeguarding Lead (DSL) or Supervisor immediately if they encounter inappropriate or harmful content.

5.3 Parents' Use

Parents and guardians are expected to:

- Refrain from posting photos, videos, or comments that include other students or staff without permission.
 - Avoid using social media while on school premises or during school activities.
 - Direct any concerns, complaints, or feedback to the school through official communication channels rather than social media.
 - Avoid posting malicious, defamatory, or misleading statements about the school or its members.
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6. Process for Reporting and Responding

6.1 Reporting Misuse

Any member of the community who encounters inappropriate, offensive, or harmful social media activity involving the school should report it immediately to:

- The **Designated Safeguarding Lead (DSL)**
- The **Principal**, or
- The **School Administration Office**

6.2 Response Process

1. **Acknowledgment** – The report will be acknowledged by the DSL or relevant leader.
 2. **Preliminary Assessment** – The concern will be reviewed to determine the appropriate course of action.
 3. **Investigation** – An impartial investigation will be conducted, ensuring fairness and confidentiality.
 4. **Outcome and Action** – Appropriate disciplinary or corrective measures will be taken, and the outcome communicated to the relevant parties.
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7. Protection and Support

- All individuals who report social media misuse in good faith will be protected from retaliation.
 - Counseling and digital safety support will be provided when necessary.
 - Any form of intimidation or harassment following a report will result in disciplinary action.
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8. Accountability and Consequences

- Breaches of this policy may result in disciplinary measures consistent with the school's code of conduct.
 - Students may face loss of privileges, suspension, or other sanctions.
 - Staff members may be subject to formal disciplinary procedures.
 - Parents or guardians who violate this policy may be restricted from engaging with school activities or communication platforms.
 - Knowingly false or malicious reports may result in disciplinary action.
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9. External Reporting

If concerns are not addressed satisfactorily within the school, matters may be escalated to external authorities, including:

- The **Knowledge and Human Development Authority (KHDA)** or **SPEA**
- The **Ministry of Education (MOE)**
- Relevant **accreditation or regulatory bodies**

10. Monitoring and Review

This policy will be reviewed annually by the school leadership team and the Academic Advisory Board to ensure it remains effective and aligned with current legislation, best practices, and the school’s digital safety objectives.

Any updates or amendments will be communicated to all stakeholders.

11. Contact Information

For clarification, support, or reporting:

- **Principal:** [Insert Name]
 - **Designated Safeguarding Lead (DSL):** [Insert Name]
 - **Chair of the Board of Governors:** [Insert Name]
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12. Approval, Signatures, and Effective Dates

Name/Position

Mrs. Huda Al Samkari / Principal

Ms. Diana Ghazi / Vice Principal

Effective Date: September 2025

Next Review: No later than September 2026