



PROCESS NAME:	Social Media Policy	CREATION DATE:	01/01/2024
PROCESS MANAGER:	IT Administrator	LAST REVISION:	05/02/2025
PREPARED BY	Rajeesh Kumar – IT-Admin	APPROVED BY	Dr. Kishor Pillai- Principal
APPLIES TO:	All Staff	RELATED DOCUMENT(S):	Acceptable use policy Password Policy

1. Introduction

The purpose of this policy is to establish guidelines for the responsible use of social media and digital communication platforms by employees, students, and stakeholders of Crown Private School. This policy aims to ensure that all communications align with the school's values, protect confidential information, and promote a safe and respectful online environment.

2. Scope

This policy applies to all employees, students, contractors, and any individuals who use digital communication tools, including but not limited to social media platforms, emails, messaging apps, and official school communication channels.

3. Acceptable Use

- All official communication through social media or digital platforms must reflect the school's mission, values, and professional standards.
- Employees must seek approval before posting school-related content on social media.
- Students should use digital communication tools responsibly and in accordance with the school's code of conduct.
- Personal use of social media should not interfere with work or academic responsibilities.

4. Prohibited Activities

- Sharing confidential or sensitive school information without authorization.
- Posting offensive, discriminatory, or harmful content that could damage the school's reputation.
- Engaging in cyberbullying, harassment, or any form of online abuse.
- Misrepresenting the school, staff, or students in any manner.
- Unauthorized use of the school's name, logo, or branding in digital communications.



5. Privacy & Data Protection

- Users must comply with data protection laws and school policies when sharing student, staff, or institutional information.
- Employees should not share personal or student information on public forums or social media.
- Students and staff must obtain consent before posting images or videos of others online.

6. Monitoring & Compliance

- The IT department reserves the right to monitor digital communication activities where necessary to ensure policy adherence.
- Violations of this policy may result in disciplinary actions, including warnings, suspension, or termination of access to school communication platforms.

7. Best Practices for Safe Digital Communication

- Use strong passwords and enable two-factor authentication where possible.
- Be mindful of online interactions and maintain a professional tone.
- Report any incidents of cyber threats, phishing, or online harassment to the IT department.
- Regularly review privacy settings on personal and professional accounts.

8. Policy Review & Updates This policy will be reviewed annually to ensure compliance with evolving digital communication standards and emerging cybersecurity threats.