

Teitl: Title:	Student Social Media Policy
Fersiwn: Version	V1
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr/Students

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Student Social Media Policy EIA
<i>Effaith ar yr Iaith Gymraeg</i> <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr Iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i> An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Dirprwy Brif Weithredwr Profiadau Pobl a Diwylliant Deputy Chief Executive People Experiences & Culture		
Ymgynghoriad / Consultation:	Student Council/Student Representatives		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	<i>Enw'r Grŵp a'r Dyddiad / Communications & Culture Group</i>	
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:	8th June 2022	
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	N/A
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	N/A
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	N/A
	Corff Llywodraethu / Governing Body:	22nd June 2022	
Dyddiad Adolygu: Review Date:	31st May 2025		

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
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Rhifwch bob adran a pharagraff . Please number each section and paragraph

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1. Purpose

- 1.1 At Coleg Cambria, we recognise that social media channels provide students with unique opportunities to participate in discussions, share information on topics of interest, and learning and studies can be enriched through social media activity and engagement. Social media is also a valuable means for students to stay in touch with friends and family and enhance their personal life and career opportunities.
- 1.2 This policy contains requirements for compliance and is intended to support students in making the best use of social media sites without compromising personal security, current/future career opportunities; (particularly if students are studying for a professionally accredited programme or award), and/or the reputation of Coleg Cambria.
- 1.3 This policy:
- Provides students with information on the expected standards of behaviour on social media and highlight the potential risks it may pose.
 - Defines the responsibilities of using social media for Coleg Cambria purposes.
 - Highlight potential risks of using social media for personal use and in a professional capacity.
 - Raise awareness of relevant UK legislation, regulations and Coleg Cambria policies.
 - Minimise the potential negative reputational impact for students and Coleg Cambria because of students' use of social media.

2. Scope

- 2.1 This policy covers all aspects of social media/social networking, in any capacity, including but not limited to services such as Facebook, Twitter, LinkedIn, Instagram, YouTube, Snapchat, Whatsapp, Tik Tok, wikis, profile blogs and other electronic communication apps.
- 2.2 This policy applies to all students enrolled at Coleg Cambria, including further education and higher education students, apprentices, work based learning students and adult community students. This policy also applies to any 14-16 year old learners attending the college on either full time courses or as part of school links courses. If a matter arises relating to 14 to 16 students the local authority and/or the school must be contacted at the outset to ensure that school based staff adhere to the government guidance in place for school settings protocols that are in place within a school setting are followed.

3. Principles

3.1 The policy is designed to ensure that students;

- Fully appreciate the possible reputational, legal and ethical implications of engaging in social media and other online communication.
- Understand that there is the potential for misuse of it, whether intentionally or otherwise, and that this may have serious implications.

3.2 This policy forms part of a group of related policies which set out:

- What students can expect from the College (Learner Contract).
- What the College expects of all its students (Student Code of Conduct).
- The action to be taken in the event of a breach of the Code of Conduct (the Student Disciplinary Policy).
- The standards set by the College to acceptable use of its IT hardware and software resources by students (IT Acceptable Use Policy for Students)

4. Student Responsibilities

As a student, you are responsible for ensuring that any use of social media is carried out in line with these conditions and that you communicate responsibly online and appropriately monitor, update and manage the content you have posted.

Expected Standards of Behaviour

4.1 If students use social media, they are responsible for how they use it to communicate. Students should be aware that posts on social media may not stay private (even on closed profiles or groups), as it can be difficult to control how widely any material posted is shared or copied. The standards of behaviour expected in the physical world also apply online and on social media/ networking channels.

4.2 Online behaviour should never violate Coleg Cambria regulations, policies or obligations students' have. Their use of social media must not infringe on the rights or privacy of Coleg Cambria, other students and staff.

4.3 The following non-exhaustive list may be considered unacceptable online behaviour:

- Sharing confidential information (which may include research not yet in the public domain, information about fellow students or staff or personnel matters, non-public or not yet approved documents or information).
- Hate speech of any kind (see section below on 'Cyber Bullying & Hate Crime')

- Sharing details of complaints, disciplinary hearings or proceedings (including legal proceedings) with Coleg Cambria.
- Using accounts in another person's name without their consent. Comments or material, including images, that constitutes bullying or is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory or hostile towards any individual or entity.
- As a student, you are required to conduct yourself in a manner which demonstrates respect for Coleg Cambria staff and students ensure that you comply with any professionalism and confidentiality codes of conduct for your particular study discipline.

5. Cyber Bullying & Harassment

- 5.1 Coleg Cambria is committed to providing a safe and welcoming environment within which all staff and students can flourish and achieve their potential, and which is free from bullying and harassment. Cyberbullying is bullying that takes place online and can occur through text, apps, social media forums and can include sending, posting, or sharing negative, harmful, false content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.
- 5.2 Harassment is unwanted behaviour, which you find offensive or which makes you feel intimidated or humiliated. It can happen on its own or alongside other forms of discrimination. The unwanted behaviour could be:
- Spoken or written words or abuse.
 - Offensive emails, tweets or comments on social networking sites such as intimidating or aggressive behaviour, images and graffiti, maliciously spreading rumours or lies. Physical gestures, offensive or threatening comments or content posting comments/photos etc.
 - Facial expressions, jokes or deliberately mocking an individual with the intent to harass or humiliate.
- 5.3 Any breach of this policy may result in disciplinary action and will include reference to the social media or digital publication which may be used in evidence. As part of this policy, you may be requested to remove the post, failure to do so will lead to disciplinary action. It should be noted that disciplinary action may be taken against a student regardless of the network or device used to access the online material.
- 5.4 If you feel you have been affected by the online behaviour of others, please contact the Welfare Officers located in Student Services who are able to offer support.

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