



# Social Media Terms of Use Procedure School Governance

Please read the Terms of Use below before using a Social Media channel that is administered by The Cathedral School of St Anne & St James. These include:

- <https://www.facebook.com/TheCathedralSchoolTownsville>
- <https://www.facebook.com/TheCathedralSchoolPastStudentsAssociation>
- [https://www.instagram.com/tcs\\_townsville/](https://www.instagram.com/tcs_townsville/)
- <https://twitter.com/tcstownsville>
- <https://www.youtube.com/user/cathedraltsv>
- <https://plus.google.com/108929629981702680178/posts>

Members of the school community and the public are invited to use the Social Media channels administered by The Cathedral School to share their experiences and offer ideas. Everyone is a part of a community, and the success of The Cathedral School's online community depends on everyone's adherence to a few simple guidelines, these include:

Please ensure posts are polite, respectful and positive in nature. Please do not post any content that contains:

- Profanity
- Non-constructive derogatory comments
- Sexually explicit language or images
- Copyrighted material
- Comments regarding fraud, academic dishonesty, or other unethical behaviour
- Anything that is illegal, harassing, harmful to reputation, hateful, racist, or otherwise objectionable
- Commercial content whose primary purpose is to sell a product, a service, or other such practices, and
- Personal information, including phone numbers and email addresses.

The Cathedral School adheres to the Terms of Service administered by each of the Social Media channels, and by using these online services you agree to those Terms of Service too.

Be aware that it is against School Policy and against the legal rights of others to disclose or discuss any personal information without their knowledge and consent. Use of social media is to be in accordance with the school's *ICT Acceptable Use Procedure*. The school may take legal action against those who breach the school's legal rights (privacy, intellectual property, copyright and defamation rights) and the legal rights of staff whether the incident occurs during or beyond school.



**The Cathedral School**  
of St Anne & St James  
T O W N S V I L L E

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Please note, by submitting a photo, post or comment, you hereby grant The Cathedral School, a non-exclusive, irrevocable, royalty-free license, in perpetuity, to use the submitted, image, post or comment, together with your name for educational or promotional purposes, in any media. This includes, but is not limited to, newsletters, websites, social networks, television, and newspaper and is without restrictions or limitations.

The Cathedral School reserves the right, in our sole discretion, to screen and remove any content including comments, photos, videos or other content, that is deemed inappropriate, without notice. We also reserve the right to remove posts containing links. Although we may screen and remove content, we are not responsible for the content posted by others. Staff and students will be directed to remove any prohibited content. Breaches of this Policy may result in disciplinary action.

The Cathedral School welcomes all forms of feedback, including complaints, on its services and products including posts made on Social Media channels. If you have any feedback or a complaint that you wish to report, please complete the *Complaint Management Form* on [The Cathedral School website](#). Complaints will be handled in accordance with the school's *Complaint Management Procedure*.

The Cathedral School is committed to respecting your right to privacy and protecting your personal information. The school is bound by the 13 Australian Privacy Principles (APPs) and the Commonwealth *Privacy Act 1988*. Please refer to the *Privacy Policy* which can be found on [The Cathedral School website](#).