WTSC

Information and Communication

Policies and Procedures

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POLICY REVIEWED	NOVEMBER 2023	NEXT REVIEW DATE	NOVEMBER 2024
Exco Approval Date	9th Nov 2023		
POLICY WRITTEN	NOVEMBER 2023		NEXT REVIEW DATE
			NOVEMBER 2024

1. Mobile Phone (Office Phones)

Phone Usage Policy for Official Mobile Phones - Wentworthville Tamil Study Centre (WTSC)

1. Ownership and Responsibility:
The two official phones are the property of Wentworthville Tamil Study Centre (WTSC). They are to be used exclusively for official purposes.
The president and secretary are responsible for the proper use and security of these phones.

2. Purpose:
These official phones are dedicated to conducting social media activities for their respective campuses. They are meant to facilitate effective communication and outreach.

3. Authorised Users:
Only the president and secretary are authorised to use these phones.
No one else is allowed to have access to these phones without prior approval from the president and secretary.

4. Official Social Media Activities:
The official phones are to be used for conducting social media activities such as posting updates, responding to messages, and managing content related to their respective campuses' social media platforms.

5. Personal Use:
Personal use of official phones is strictly prohibited. This includes making personal calls, texting, or using personal social media accounts.

6. Availability during School Hours:
These official phones should be switched on and placed at the administration desk during school hours. This is to ensure that they are accessible for calls from parents and teachers who may need to contact the school during these hours.

7. Security:
The president and secretary are responsible for the security of the official phones. They must ensure that the phones are not lost, stolen, or misused.

8. Password Protection:
Both phones must be password-protected or secured with biometric authentication to prevent unauthorised access.
9. Data Usage:

Data usage on these phones should be primarily for official social media activities. Excessive or unnecessary data usage for personal purposes is not allowed.

10. Social Media Guidelines:
The president and secretary must adhere to the organisation's social media guidelines, including maintaining a professional and respectful online presence.

11. Reporting Lost or Stolen Phones:
In the event that one of the official phones is lost or stolen, the president and secretary must report it immediately to the relevant authorities and inform the organisation.

12. Handover Protocol:
In the case of a change in leadership, a proper handover protocol must be followed to transfer the official phones and all related responsibilities.

13. Termination or Resignation:
If the president or secretary resigns or their term ends, all access and control of the official phones must be immediately transferred to the newly appointed individuals.

14. Compliance:
Failure to comply with this phone usage policy may result in disciplinary action, including the potential revocation of phone privileges.
By adhering to this phone usage policy, we ensure that these official phones are used responsibly and effectively to serve the organisation's social media needs while maintaining professionalism, security, and accessibility for important calls during school hours. Thank you for your commitment to Wentworthville Tamil Study Centre (WTSC).

- **WTSC Info GPS Mobile No: 0491 894 874**
- **WTSC Info MRPS Mobile No : 0456 778 823**

2. WhatsApp

WhatsApp Group Policy for Wentworthville Tamil Study Centre (WTSC)

1. Official Admins: All official WhatsApp groups created by the Wentworthville Tamil Study Centre must have two official admin mobile numbers to oversee the group.

- The official admins are responsible for group management and ensuring that group rules are followed.

2. No Personal Chats:

WhatsApp groups created for academic or official purposes should not be used for personal chats, unrelated discussions, or any content that doesn't align with the group's primary purpose.

- Please use private messages for personal conversations.

3. Community WhatsApp Group:

- The Community WhatsApp Group, which serves as a platform for community-wide announcements and discussions, will have the official school phone numbers as admins.
- This group is intended for important updates, event notifications, and community discussions related to the Wentworthville Tamil Study Centre.

4. Respect and Etiquette:

- All members are expected to treat each other with respect and courtesy.
- Avoid offensive language, hate speech, or any form of discrimination.
- Do not share inappropriate or offensive content.

5. Relevant Content:

- Please share content that is relevant to the group's purpose. This includes study materials, academic discussions, and relevant announcements.

6. Group Cleanliness:

- Admins have the right to remove any irrelevant content or members not following the group rules.
- Repeated violations may result in removal from the group.

7. Privacy and Data Security:

- Do not share personal contact information, sensitive data, or any content that could compromise the privacy and security of group members.

8. Reporting Issues:

- If you encounter any problems or violations of group rules, please report it to the group admins. They will address the issue promptly.

9. Group Announcements:

- Admins are encouraged to make regular announcements regarding group guidelines and policies to remind members of their responsibilities.

10. Disclaimer:

- The Wentworthville Tamil Study Centre is not responsible for the content shared within WhatsApp groups and is not liable for any disputes or issues arising from group interactions.

11. Updates to Policy:

- This policy may be updated as needed to ensure a conducive environment for group members. Members will be notified of any policy changes.

By following this WhatsApp group policy, we aim to maintain a productive and respectful environment within our study centre's WhatsApp groups. Thank you for your cooperation and commitment to the study centre's mission.

3. Facebook

Wentworthville Tamil Study Centre (WTSC) Facebook Account Policy

1. Account Creation and Approval:

All official WTSC social media accounts must be created and managed in accordance with this policy.
The president or secretary of WTSC must approve, in writing, all official school social media accounts before any information or photos are shared on these accounts.

2. Account Purpose:

The primary purpose of WTSC's official Facebook accounts is to facilitate communication between the school, parents, educators, and students for educational and informational purposes.
The content posted should align with the educational goals and objectives of WTSC.

3. Content Guidelines:

Content shared on official Facebook accounts must be educational, informative, and relevant to WTSC's activities and objectives.
Content must be accurate, respectful, and in line with the values and guidelines of WTSC.

4. Educational Context:

Using social media for communication between parents, educators, and students is only appropriate when there is a valid educational context.
Social media should be utilised to enhance the learning experience, share important school updates, and foster positive interactions within the educational community.

5. Respect and Privacy:

Respect the privacy and rights of students, parents, and educators when posting content or interacting on social media.

Do not share personal or confidential information without explicit consent.

6. Moderation and Reporting:

The account administrator is responsible for moderating the content and interactions on the official account.
If the administrator has concerns about the content or nature of any interactions on the channel, they should advise the principal and take prompt and appropriate action to address the issue.

7. Interaction:

Encourage positive and respectful interactions on the account.
Respond to comments and messages in a timely manner, especially for educational inquiries or concerns.
8. Reporting Violations:

Any violations of this policy should be reported to the president, secretary, or principal of WTSC.
Unauthorised or harmful activity on the official account will be addressed promptly.

9. Account Access:

Access to official WTSC Facebook accounts should be limited to authorised administrators and representatives of WTSC.
Administrators should use strong, unique passwords and take security measures to protect account access.

10. Updates and Changes:

- This policy may be updated or revised as needed to reflect changes in social media platforms or the needs of WTSC. Account administrators will be informed of any policy changes.

By following this Facebook account policy, we aim to maintain a professional and respectful online presence while promoting the educational mission and values of WTSC. Thank you for your cooperation and commitment to WTSC's goals.

4. Instagram

Instagram Policy for Wentworthville Tamil Study Centre(WTSC)

1. Introduction

The Wentworthville Tamil Study Centre(WTSC) recognizes the importance of utilising social media platforms like Instagram for effective communication and engagement. This Instagram Usage Policy is established to ensure responsible, secure, and educationally relevant use of the platform by our school.

2. Official Social Media Account Approval

2.1. Account Administrators: The account administrator(s) responsible for managing and maintaining official school social media accounts should be appointed by the school executive committee. At least two members of the executive committee must have administrative rights for these accounts.

2.2. Monitoring Interactions: Account administrators must regularly monitor interactions and content shared on the official school Instagram account. It is recommended that interactions be reviewed to ensure they align with the school's mission and values.

3. Valid Educational Context

3.1. Educational Use: The use of Instagram and other social media platforms for communication between parents, educators, and students is only appropriate when there is a valid educational context. Any content shared on official school accounts should be directly

related to school-related activities, events, announcements, and educational initiatives.

3.2. Privacy and Confidentiality: Account administrators should be cautious about sharing private or sensitive information about students, parents, or staff members. Always prioritise the privacy and confidentiality of individuals and ensure compliance with relevant data protection regulations.

4. Content Guidelines

4.1. Respect and Inclusivity: All content shared on the official school Instagram account should promote respect, inclusivity, and positive communication within the school community.

4.2. Copyright and Attribution: Users should respect copyright and intellectual property rights. Always provide proper attribution when sharing content created by others.

4.3. Content Moderation: In cases of inappropriate or offensive comments or content, account administrators should take appropriate action, such as removing or reporting the content and blocking users if necessary.

5. Compliance and Governance

5.1. Policy Compliance: All school personnel using Instagram on behalf of WTSC are expected to comply with this policy.

5.2. Review and Updates: This policy will be periodically reviewed and updated to align with evolving best practices and needs of the school.

6. Policy Acknowledgment

By using Instagram on behalf of WTSC, users acknowledge that they have read and understood this policy. Non-compliance with this policy may result in access restrictions or other disciplinary actions as deemed appropriate by the school executive committee.

5. uEducateUs (SMS)

uEducateUs Student Management System (SMS) Usage Policy for Wentworthville Tamil Study Centre (WTSC)

The uEducateUs Student Management System (SMS) is a valuable tool for Wentworthville Tamil Study Centre (WTSC) to manage student information, records, and communication. This usage policy outlines the responsibilities and guidelines for all users of the SMS to ensure its effective and secure operation. Please read and adhere to this policy to maintain the integrity of the system and protect the privacy of student data.

1. Access and Authorization

Access to the SMS is restricted to authorised WTSC personnel only, including administrators, teachers, and WTSC staff. Each user must have a unique username and password to log in.

Users are prohibited from sharing their login credentials with others. Each user is responsible for keeping their credentials confidential.

If a user suspects that their credentials have been compromised, they should immediately take action to reset their credentials and report the incident to uEducateUs administrators.

2. Data Privacy and Confidentiality

All users must respect the privacy and confidentiality of student data. Accessing, sharing, or disclosing student information without a formal approval from WTSC authorised personnel is strictly prohibited.

Users should only access data related to students with whom they have an educational relationship or job-related need.

Student data may not be shared with external individuals or organisations without appropriate authorization or consent.

3. Data Accuracy and Integrity

Users are responsible for ensuring the accuracy and integrity of the data they input or modify into the SMS system.

Data should be entered accurately, and any errors or discrepancies should be reported to the appropriate administrative personnel for correction.

4. Reporting Security Incidents

Users must promptly report any suspicious or unauthorised access, data breaches, or other security incidents related to the SMS to the administrators and WTSC representatives.

Users should refrain from attempting to bypass security features or engage in any malicious activities within the system.

5. System Maintenance and Updates

Users should follow any instructions provided by the administrators regarding how to use the system and maintaining of the student data to ensure accuracy and integrity of the data within the SMS system

6. Training and Support

Users should seek training and support when needed to effectively use the SMS and understand their responsibilities under this policy.

7. Consequences of Violations

Violations of this SMS usage policy may result in disciplinary action, including but not limited to suspension of access, termination, and legal consequences in cases of data breaches or privacy violations.

8. Review and Amendments

All users are required to acknowledge their understanding and acceptance of this policy upon initial access to the SMS and periodically, as deemed necessary by WTSC.

By using the Student Management System, you agree to abide by the rules and guidelines outlined in this policy. Failure to comply with these rules may result in adverse consequences. The school reserves the right to modify this policy as needed and will communicate any updates to all users.

Please direct any questions or concerns related to this policy to the WTSC administrative personnel.

6. Google Email and G Suite

Email and G Suite Usage Policy for Wentworthville Tamil Study Centre(WTSC).

Note: The Wentworthville Tamil Study Centre is bound by Google's G-Suite usage policy. In addition to Google's policy, the WTSC will enforce the policy written below for all G-suite users.

1. Introduction
Wentworthville Tamil Study Centre(WTSC) values effective communication through email and adheres to the highest standards of professionalism. This Email Usage Policy is established to ensure respectful, appropriate, and secure use of email within our organisation while incorporating best practices for educational institutions.

2. Tone and Respect
2.1. Politeness and Consideration: When using email, members of the WTSC Executive Committee and volunteers should adopt a polite and considerate tone, avoiding engaging in language or behaviours that could be perceived as an attack. Healthy debate is encouraged, but respect for one another is paramount.

3. Internal Communication
3.1. WTSC Emails: WTSC email addresses should be used exclusively for communication within the WTSC community, focusing on school-related matters.

3.2. Appropriate Language: The language used in emails should be appropriate to the nature of the business being communicated. Abusive or vulgar language towards anyone, whether within or outside the organisation, will not be tolerated.

4. Breach and Disciplinary Action
4.1. Consequences of Breach: Usage of abusive or vulgar language, or any behaviour contrary to this policy, will result in disciplinary action, which may include revoking access to WTSC email addresses, re-evaluation for volunteering at WTSC, a warning, or dismissal from the role, depending on the severity of the incident.
4.2. Explicit Content: No explicit content is permitted in any email communication within the WTSC community.

5. Security and Responsibility

5.1. Account Security: You are responsible for the security of your email account. In case of any doubt about unauthorised access to your email account, you must change your email password and promptly notify the Help Desk.

5.2. Incident Logging: Each instance of misuse of a WTSC email address will be logged against the responsible individual. Repeated misuse may lead to the dismissal of volunteering services at WTSC.

6. External Communication

6.1. Minimise Unnecessary Communication: Unnecessary email communication from WTSC to external parties should be minimised to maintain efficient and respectful communication practices. When communicating with external parties, ensure that the content aligns with the school's mission and values. The most of the external communication will be taken care of by Admin,Finance, Principal and President.

7. Best Practices for Schools

7.1. Protection of Sensitive Data: It is crucial to protect sensitive student and school data. Avoid sharing sensitive information via email, and use secure and encrypted communication methods when necessary. All email users should not respond to unsolicited emails to avoid any data breach. They may be either deleted or pushed into the spam folder. The email spoofing, phishing, scaming and email flooding with the intention to damage or disrupt the Company's operations are strictly prohibited and may result in disciplinary action against those who engage in such activities.

7.2. Educational Relevance: Promote the use of email for educational purposes, such as sharing educational resources, announcements, and event updates. Encourage educators to leverage email as a tool for enhancing the learning experience.All email users are encouraged not to use the WTSC email for private purposes. If the WTSC email address is used for private purposes and not deleted by the user, the WTSC will not take the responsibility for the exposure of their private information.

7.3. Communication Etiquette: Encourage all email users to follow professional communication etiquette, which includes clear and concise messages, appropriate subject lines, and prompt responses to ensure efficient communication.

7.4. Email Archiving: Schools may have legal requirements to retain certain email records. Encourage users to archive important emails and adhere to

any legal and regulatory requirements. The past committee members' email addresses would be deleted after 2 years from the creation date if the email wasn't used heavily.

7.5 Email Inactivation: Outgoing member's email will be inactivated after a few weeks of handover, if the member no longer wishes to serve as a volunteer at the WTSC.

7.6 Email Address Creation: All management committee members,teachers, subcommittee members will be given WTSC email addresses. The email address for students who need access to the google classroom will also be created. The President,Secretary, Treasurer,Principal and HSC principal email will be handed over to the next in line. All other email address requests will need approval from the President or Secretary.

7.8 Email Monitoring:
The WTSC does not necessarily monitor all email activity but retains the right to do so.

 # 7. Google Drive

Google Drive Policy for Wentworthville Tamil Study Centre(WTSC)

1. Purpose
The purpose of this Google Drive Policy is to establish guidelines for the use of Google Drive within the Wentworthville Tamil Study Centre(WTSC). Google Drive is an essential tool for document management and collaboration among our executive committee members and volunteers. This policy aims to ensure the efficient, organised, and secure use of Google Drive resources.

2. Access and Usage
2.1. Authorised Users: Google Drive access is limited to WTSC executive committee members and authorised volunteers. Unauthorised individuals must not be granted access without prior approval from the school administration.

2.2. Access Control: The school administrators (President or Secretary or an authorised person by Exco) will be responsible for granting, revoking, and

managing access to Google Drive folders and documents. All access requests should be sent to the designated administrators.

2.3. Data Ownership: All data stored on WTSC's Google Drive remains the property of WTSC. Users must not remove or transfer school-related data for personal use without proper authorization.

3. Folder and File Organization

3.1. Hierarchy: Users are encouraged to maintain a clear folder structure to organise files efficiently. We recommend creating folders for projects, committees, or other relevant categories.

3.2. Naming Conventions: Please use descriptive and consistent file and folder names to facilitate easy identification and searching. Include relevant dates and project names where applicable.

3.3. Colour Labels: To help with visual organisation, consider assigning colour labels to files and folders based on their importance or category.

4. Security and Privacy

4.1. Password Security: Users are responsible for maintaining the security of their Google account passwords. Passwords should be strong, unique, and not shared with others.

4.2. Sharing: When sharing files or folders, set appropriate permissions to ensure that only authorised individuals can access and edit them. Confidential information must be restricted to a need-to-know basis.

4.3. Data Backup: Regularly backup important data to prevent loss due to accidental deletion or system failures.

5. Compliance and Governance

5.1. Data Compliance: Ensure that all data stored on Google Drive complies with relevant laws and regulations, including data protection and privacy laws.

5.2. Monitoring and Auditing: The school administration may periodically review Google Drive content for compliance with this policy.

6. Training and Support

6.1. Training: WTSC will provide training and support for users to effectively utilise Google Drive features and adhere to this policy.

7. Maintenance and Cleanup

7.1. Regular Review: Users are encouraged to periodically review and clean up their Google Drive space, archiving or deleting files that are no longer needed.

8. Policy Acknowledgment

By using Google Drive within WTSC, users acknowledge that they have read and understood this policy. Non-compliance with this policy may result in access restrictions or other disciplinary actions as deemed appropriate by the school administration.

Current structure in WTSC Drive – ஆவணப்பகிர்வு

1.Education (Principal Team)

2. President Office Drive ★

3.Administration (Secretary)

4. Finance (Treasurer)

5. Vice Presidents (Op &IT -Safety & Fac - KV)

8. Photo Policy

Photo Policy for Wentworthville Tamil Study Centre (WTSC)

1. Photo and Video Usage:

WTSC may use photos and videos of students, staff, and events for educational and promotional purposes. This includes sharing content on our website, social media, and in printed materials.

2. Consent:

- WTSC operates under the assumption that parents and guardians have given consent either through the application process or by being part of WTSC
- If parents have concerns about their children's photos being published, they need to express those concerns clearly by sending written communication to WTSC Admin
- WTSC administration will then conduct a review of their enrollment status, taking into consideration the provided consent

3. Photo Deletion on Personal Devices:

When personal devices such as mobile phones or cameras are used to take photos of students for social media purposes, it is crucial to delete said photos from the device within a specific period from the time of uploading.
Do not store photos of students on your personal device to protect their privacy and ensure compliance with privacy regulations.

4. Account Access:

Access to WTSC's Google Photos account will be limited to authorised administrators and representatives of WTSC.
Account administrators are responsible for maintaining the privacy and security of the account.

5. Storage and Retention:

Photos and videos of students should be stored securely on WTSC's Google Photos account. They should not be shared publicly without proper consent.

Photos will be retained for a reasonable period to meet the needs of educational and promotional purposes.

6. Responsible Sharing:

When sharing photos and videos, please consider the privacy and dignity of the subjects. Avoid sharing images that may be embarrassing, compromising, or otherwise inappropriate.

7. Reporting Violations:

Any violations of this policy, such as the inappropriate storage or sharing of photos, should be reported to the WTSC administration for investigation and resolution.

8. Updates and Changes:

This policy may be updated as needed to reflect changes in technology or the requirements of WTSC. Account administrators will be informed of any policy changes.

By adhering to this Google Photo policy, we aim to protect the privacy and dignity of our students while responsibly using photos and videos for educational and promotional purposes. Thank you for your commitment to WTSC's mission and values.