



COMMUNICATIONS POLICY: STAFF

Version	2.01	Number of pages	7
Responsible officer	Chief Administrative Officer		
Contact	hr@morling.edu.au		
Approved by	Morling College Board		
Responsible body	Morling College Board		
Keywords	Staff; Communication; Risk management; Media; Social media; ICT; ICT use; Internet; Phone; Computer		
Access level <i>Select from the drop-down menu</i>	Public		
Dissemination Range	Staff		
Approval date	24th July 2018		
Effective date	24th July 2018		
Review date	July 2021		
Superseded documents	Communications Policy: Faculty and Staff 2014		
Higher Education Standard			
Document classification <i>Select from the drop-down menu</i>	Community Engagement and Development		

1. PURPOSE

To foster a positive culture and to mitigate risk by articulating what is appropriate communication within and from Morling College.

2. DEFINITIONS

Key Term or Acronym	Definition
MC	Morling College Limited, which includes Morling College, Morling Residential College and Morling Vocational College
ICT	Information and Communication Technology including computer, phone and other internet-enabled communication devices.

3. SCOPE

This policy applies to all staff at MC and to all the use of all MC ICT equipment and systems.

4. POLICY STATEMENT

- Morling College communications are framed within the principles of the Second Great Commandment: *Love your neighbour as yourself* (Matt 22:39), and the Golden

Rule: *So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.* (Matt 7:12 - NIV).

This policy supports openness, transparency, and telling the truth in love. It calls for integrity, respect, and expressions of the fruit of the Spirit—for the organization as a whole, and for each individual within the organization. It is not intended to stifle freedom of speech.

MC will provide professional development on the use of social media. All faculty and staff are accountable for acting within the guidelines of this Communications Policy. If you are concerned about any dimension of this policy or about whether you are acting appropriately in any of these areas, please speak with your team leader. If you are concerned about its use by others, speak with that person to raise your concerns.

Breaches of this policy will lead to disciplinary procedures (as set out in the relevant Morling policy document).

6. PRINCIPLES

This policy incorporates the appropriate use of:

- Traditional Media;
- ICT Systems; and
- ICT Communications (for Telephone, Email, Internet, Social Networking).

Traditional Media

Traditional media is broadly defined, but is generally segmented into the following:

- External media (such as TV, newspapers, magazines or journals); and
- Internal media (e.g. Summa Supremo, E-news, MC website, as well as any other MC publications)

External media

5.1 MC staff are not permitted to discuss MC issues with the external media, without the express permission of the Principal. Refer any requests from external media immediately to the Principal.

Internal media

5.2 MC faculty will follow the standard operating procedures for any 'internal' style media publications or releases

Use of ICT Systems

MC faculty use of ICT equipment and systems is primarily intended for MC related communications.

Reasonable Personal use

6.3 Reasonable personal use of MC's ICT systems, email and Internet gateway by

staff is acceptable, provided it:

- is lawful
- does not interfere with the performance of their duties or those of other MC staff
- does not interfere with the use of the systems for MC's business purposes
- is not used to operate any business activity other than that of MC
- is not used for political or similar promotional activities
- is not used to subscribe to non-work related newsletters, bulletins, email groups or websites
- not used to distribute electronic chain letters
- does not expose them or MC to any potential liability or claims which could bring them or MC into disrepute
- it does not result in undue expense for MC.

6.4 Staff should make it clear that personal messages are not being sent on behalf of MC and ensure there is an appropriate qualifying statement at the base of the message "this is not necessarily the view of Morling College".

ICT Communications and Systems

ICT communications include (but are not limited to) use of the internet, intranet, email, electronic bulletin boards, instant messages services, mobile phone SMS, MMS, news and discussion groups such as Facebook, Twitter, Snapchat and Instagram and any on-line services which send, receive and search for information.

MC staff need to consider their use of ICT including:

- Appropriate and prohibited use
- Privacy
- Security
- Liability
- Discovery
- Email usage and content
- Internet
- Social Media

Appropriate and prohibited use

6.5 MC staff must always use any ICT system in an appropriate manner. MC considers 'inappropriate use' to include any use which may be harassing or discriminatory. Further details on harassment and discrimination are set out in the Staff Code of Conduct. For example, MC staff must not send messages to individuals or groups that include abusive or offensive language about a

person's race, age, gender, sexuality, religious beliefs or disability. For staff members who are accredited ministers, this policy stands alongside the Baptist Association of NSW & ACT Code of Ethics and Conduct.

6.6 Under no circumstances are staff to use MC communication systems to the detriment of MC's reputation or business activities.

It is prohibited to

- Cause a computer to perform any function with intent to secure unauthorised access to any computer program or data or to make unauthorised modification to any computer program or data;
- By-pass any security mechanisms or access controls that may be built into any ICT system; and
- Access, download and/or distribute material that is otherwise discriminatory, illegal, or likely to cause offence, via MC's systems (this is a MC disciplinary offence which can lead to summary dismissal and possible criminal prosecution).

Privacy

6.7 ICT communications and specifically emails are not private communications. MC staff should not view ICT as confidential, secure or private.

Security

6.8 Any information sent or retrieved across the internet or intranet (which includes emails) can be intercepted and possibly altered by another person. Accordingly, before transmitting information via the internet or sending email, MC staff should consider whether that form of transmission is appropriate.

Liability

6.9 Any electronic communications sent by MC staff may be attributable to MC, and may be assumed to be a statement of MC's position for which it may be held liable. MC staff need to ensure that care is exercised to avoid mistakes, misstatements, misrepresentations and defamatory imputations. Defamation occurs when a statement or publication injures the reputation of another person, and can lead to a civil action or a criminal offence under relevant legislation.

Discovery

6.10 MC staff should be aware that email communications may be reviewed by MC leadership and in any legal proceedings may be viewed in the same way as any other communication.

Email Content and Usage

6.11 Staff will use sound judgement and common sense when creating and

distributing email messages. MC staff may be liable for any defamatory or misleading or deceptive statements contained in email messages.

6.12 Staff will ensure that their email signature is updated with the MC marketing position

6.13 MC staff will:

- Delete attachments and emails from unknown origins without opening them to view their contents;
- Advise MC immediately on any documents or files found to contain viruses. The person sending the infected file should also be requested to install or update their virus checking software to prevent further contamination; and
- Respond to any system support request to reduce the size of email files in a responsible manner.

6.14 MC staff will not engage the following prohibited uses of email:

- Send email messages which contain inappropriate or offensive material;
- Send unauthorised email from another user's email address or impersonating another user;
- Send non-urgent or non-work related emails to large numbers of users at any time; and
- Send personal email to any person who does not reasonably wish to receive it.

Internet

6.15 MC requires faculty and staff to use the Internet in a lawful and ethical manner, while protecting all proprietary information belonging to MC. In all cases, use of MC's Internet gateway must be guided by common sense and the ethics, security and employment policies of MC.

Social Media

6.16 Social media includes, but is not limited to, Facebook, LinkedIn, Twitter, Flickr, YouTube, Tumblr, Behance, Instagram, Snapchat and Blogs.

6.17 MC encourages the positive use of social media as a means of actively engaging in the marketplace of ideas. The use of social media by MC faculty and staff during work time should be focused on areas that are related to areas of expertise, MC's activities and/or the fulfilment of workplace responsibilities (as described in the position description).

6.18 Social media is not to be used in a way that contravenes this policy, or in a way that may bring MC into disrepute

6.19 Social networking sites, such as Facebook, are popular in organising people's

lives and communications, but they can also cross over the boundary of work versus private life from time to time. MC staff need to be aware that anything they say or publish on social media sites is available on public platforms and can be regarded in the same way as comments made in public forums.

- 6.20 MC staff are strongly encouraged to use a general disclaimer on their personal social media site/s, such as:
“The views expressed are my own and do not necessarily represent the official views of Morling College or its affiliates and partners.”
MC staff need to realize, however, that such a general disclaimer will not prevent actions arising from social media use that damages the college’s reputation or stands in contrast to the college’s values and ethics
- 6.21 MC staff need to be mindful of personal and/or confidential postings becoming public (in relation to MC matters), and the amount of time that can be consumed updating personal postings and the potential for lost MC productivity in viewing new postings.
- 6.22 MC staff should be aware of how much information they are revealing, and how to secure and maintain privacy.
- 6.23 Interaction on social media (whether personal site/s or official Morling site/s) should have the following characteristics:
- Exhibits the fruit of the Spirit (Galatians 5:22–23)
 - Respectful
 - Transparency, accuracy, and honesty
 - Apologizing, where appropriate, for causing offense or hurt.
- 6.24 Before posting or commenting, ask yourself:
- Will it bring glory to God?
 - Will it be for the benefit and up building of God’s kingdom?
 - Does it reflect the characteristics noted above?
 - Will this comment inflame or offend your audience?
 - Am I comfortable with personally owning this comment?
 - Am I happy to be responsible for the consequences that might arise from this post or comment?

7. RELATED DOCUMENTS AND LEGISLATION

Anti-discrimination Policy
Staff Code of Conduct
Student Code of Conduct
Privacy Policy
Racial Discrimination Act 1975 (Cwth)

Sex Discrimination Act 1984 (Cwth)
 Copyright Act 1968 (Cwlth)
 Crimes Act 1900 (NSW)
 Cybercrime Act 2001 (Cwlth)
 Defamation Act, 2005 (NSW)
 Privacy Act, 2014 (Cwlth)
 Privacy & Personal Information Protection Act, 1998 (NSW)
 Spam Act 2003 (Cwlth)

8. REFERENCES

None

9. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2.01	Policy Coordinator	Feb 2023	Feb 2023	Header table updated to latest version, including addition of keywords. Updated Responsible officer and contact.
2	MC Board	24 July 2018	24 July 2018	Policy revised to take into account the wider use of social media. Streamlined and formatted to new template.
1	MC Board	March 2014	March 2014	New policy

Download this policy anew with each use, as it may have changed.