

# IPS SOCIAL MEDIA POLICY



## 2024 - 2025

Indian Public School -Nairobi would like to assure you that the purpose of uploading the photos and videos of our staff, students & teachers on social media is solely for educational purposes to showcase our student's achievements, talents, and growth. These photos and videos may be used in school-related materials such as Newsletters, advertisements, promotions, yearbooks, Brochures, Posters, and school Websites. However, we take the privacy and safety of our students, teachers, and staff very seriously. Therefore, we ensure that all publicly shared photos do not contain personal or sensitive information.

Additionally, we adhere to strict guidelines and protocols to ensure that the images are used responsibly and by Kenya's applicable privacy laws and regulations.

**Note:** If you have any concerns or objections regarding the use of photos or videos of yourself or your child, please do not hesitate to reach out to our school office in the beginning of the Session/at the time of admission so that necessary instructions are issued to the teachers and the staff responsible for media related work of the school.

The Stakeholders should be aware of the effect that their actions may have on their good standing/stature in the society at large and the image, as well as the image of Indian Public School -Nairobi. The information that stakeholders post or publish may be public information for a long time.

The Stakeholders should be aware that Indian Public School -Nairobi may observe content and information made available publicly through social media. Stakeholders should use their best judgment in posting material that is neither inappropriate nor harmful to Indian Public School -Nairobi and other Stakeholders.

Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

Stakeholders are not to publish, post or release any information that is considered confidential, sensitive, or not for public consumption. If there are questions about what is considered confidential and sensitive, the Stakeholders should check with the Principal/Director Operations. The school management, including the principal, reserves the right to classify any data or information as confidential and is not fit to be published or discussed in the public domain.

It is highly recommended that Stakeholders keep Indian Public School -Nairobi related social media accounts separate from personal accounts and always hold the image of the school in high esteem.

If any offensive material is used against any stakeholder, the Management reserves the right to refer the matter to Kenya Government officials for appropriate legal action as per prevailing law.