

Michelle Rae School of Dance

Online Communication Policy

Issued June 2026 | To be read alongside the MRSD Child Safe Policy and Staff Code of Conduct

This policy sets out how staff, volunteers and students may communicate online. It applies to all MRSD staff and volunteers, and supports Section 9.2 of the Child Safe Policy.

Approved Channels

- All staff-to-student communication must use official MRSD channels only (the enrolment email list managed by the Principal).
- Staff and volunteers must not contact students via personal social media, personal phone number, or personal email.
- Students must not be added as contacts on staff members' personal social media accounts.
- Group communication is preferred over one-to-one messaging with a student wherever practical.

Content and Conduct

- Online communication is limited to class-related matters — schedules, choreography notes, costume/uniform information, event logistics.
- Any platform used for teaching or communication must be assessed by the Principal for data security and age-appropriateness before use.

Photography and Video

- Photography or video of students for MRSD promotional or performance purposes requires prior written parental consent, recorded at enrolment.
- Parents and carers are asked not to film or photograph other people's children during class, rehearsals or events.

Reporting

- Any breach of this policy, or any inappropriate online contact with a student, must be reported immediately to the Principal — or to the Alternate Child Safety Contact if the concern involves the Principal.

Key Contacts

Principal (Child Safety Contact)	Miss Michelle 0409 351 248 michelleraeschoolofdance@outlook.com
Alternate Contact (if concern involves Principal)	Mikaela Wall, Administrator mikaela.wall@outlook.com

Policy Review

This policy is reviewed as part of the full MRSD Child Safe Policy review, which occurs every two years (next review: June 2027) and more frequently if required by legislative change, incident, or material risk.