



WECHAT PROCEDURE FORM

As a faculty or staff member or as a spokesperson for an ISNS parent group, it is not advised to communicate with students via WeChat. If you must communicate with students, please do so via our internal communication method, email, Managebac or a face-to-face meeting.

All WeChat groups that include faculty, parents and students should be signed off and approved by a division principal and the Head of School. There should be one faculty member or parent responsible for each group and an additional faculty member in the group. The lead faculty member will have full responsibility over the conversations taking place.

Prior to creating a group, each faculty member and/or ISNS parent member must fill out the **'WeChat Group Approval' form and have it signed by appropriate parties.**

All conversations must not:

- Violate both local Chinese and International Laws
- Transmit any material (by uploading, posting, email or otherwise) that is unlawful, disruptive, threatening, profane, abusive, harassing, embarrassing, tortuous, defamatory, obscene, libelous, or is an invasion of another's privacy, is hateful or racially, ethnically or **otherwise objectionable as solely determined in ISNS's discretion**
- Impersonate any person or entity or falsely state or otherwise misrepresent your affiliation with a person or entity
- Transmit any material (by uploading, posting, email or otherwise) that you do not have a right to make available under any law or under contractual or fiduciary relationships.

ISNS reserves the right to monitor, prohibit, restrict, suspend, terminate, delete, or discontinue the use of the given each WeChat conversation. If this does happen, the administrator will notify members of the group with the following message:

[This WeChat Group will be terminated immediately due to violation of the Communications Policy. Responsible persons will be contacted directly, and asked to meet with the relevant division principal and/or Head of School.]

Please fill out the below:

Administrator #1: _____

Administrator #2: _____

Members of the group:

International School of Nanshan Shenzhen

The first continuum IB World School in Shenzhen, China



EMAIL: admissions@isnsz.com



TEL: (86-755) 2666-1000, 2645-4992



WEBSITE: WWW.ISNSZ.COM



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Start Date: _____

Purpose of WeChat Group:

Approval:

Requested By: _____

Date: _____

Principal: _____

Head of School: _____

