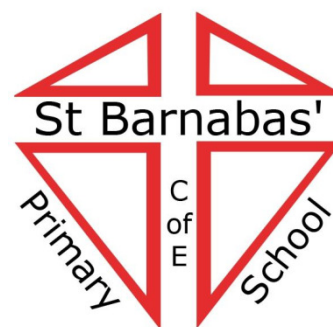


## Heaton St. Barnabas C of E (VA) Primary School

### SOCIAL MEDIA POLICY

Reviewed Spring 2014

This policy has links with e-safety policy and acceptable staff usage policy



### Introduction

For the purposes of this policy, social media are interactive online media that allow parties to communicate instantly with one another or share information in a public forum. Examples include Twitter, Facebook, Bebo, Myspace and LinkedIn. Social media also include blogs and video- and image-sharing websites such as YouTube and Flickr. Staff should be aware that there are many more examples of social media and this is a constantly developing area of communication. Employees should follow these guidelines in relation to any social media that they use, both at work and in their personal situation.

### Scope

This policy applies to teachers, support staff, governors and all who work on the school site, including volunteers, where their work brings them into contact with the pupils. It should be read in conjunction with the school's 'acceptable use of IT and communications' and 'e-safety' policies.

It sets out to:

- assist those working with pupils to work safely and responsibly, to monitor their own standards of behaviour and to prevent the abuse of their position of trust with pupils
- offer a code of practice relevant to social media for educational, personal and recreational use
- advise that in the event of unsafe and/or unacceptable behaviour disciplinary or legal action (including gross misconduct leading to dismissal) will be taken if necessary in order to support safer working practice and minimise the risk of malicious allegations against staff and others who have contact with pupils

and takes account of the variety of legislation appropriate to this policy.

### Use of Social Media in the School

Staff are not permitted to access social media websites from school computers or other devices on the school site at any time unless authorised to do so by a member of the senior management team. They may, however, use their own computers or other devices while they are in the school to access social media websites outside of school session times, but excessive use of social media which could be considered to interfere with productivity will be considered a disciplinary matter.

Any use of social media made in any capacity must not:

- Bring the school into disrepute
- Breach confidentiality
- Breach copyrights of any kind
- Bully, harass or be discriminatory in any way
- Be defamatory or derogatory

## **Use of Social Media Outside the School**

Staff who have school equipment at home (e.g. a laptop), may access social media sites for personal use BUT ONLY WITHIN THE SAFETY GUIDELINES OF THIS POLICY and in line with the school's policy for Acceptable Use of ICT and Communications Systems

The school appreciates that people will make use of social media in a personal capacity but they must be aware that if they are recognised from their profile as being associated with the school then certain opinions expressed could be considered to damage the reputation of the school. Staff must omit any references mentioning the school by name, any person (including governors) by job title, or any child. If choosing to complete work details on profile - 'I work at a Bradford Primary School' is sufficient. Opinions should, in any case follow the guidelines above to not bring the school into disrepute, breach confidentiality, breach copyrights or bully, harass or discriminate in any way.

## **General Considerations**

When using social media staff and others should:

- never share work log-in details or passwords
- keep personal phone numbers private – never communicate with parent/student via personal phone number
- not give/communicate via personal email addresses to pupils or parents
- restrict access to certain groups of people on their social media sites and pages.

Those working with children have a duty of care and therefore are expected to adopt high standards of behaviour to retain the confidence and respect of colleagues and pupils both within the school and outside of it. They should maintain appropriate boundaries and manage personal information effectively so that it cannot be misused by third parties for "cyberbullying" for example or possibly identity theft. Staff should not make "friends" of pupils at the school as this could potentially be construed as "grooming", nor should they accept invitations to become a "friend" of any pupils. Prior to joining the school new employees should check any information they have placed on social media sites and remove any statements that might cause embarrassment or offence.

Staff should not use personal mobile phones to contact pupils and should keep any communications transparent and on a professional basis, for example by using professional email addresses. Where there is any doubt about whether communication between a pupil/parent and member of staff is acceptable and appropriate a member of the senior management team should be made aware and will decide how to deal with the situation.

If anyone becomes aware of any breaches of this policy they have a duty to report it to the headteacher without delay.

Staff must not use social media sites to discuss school issues with pupils, parents, governors or colleagues.

## **Disciplinary Action**

Any breaches of this policy may lead to disciplinary action under the school's disciplinary Policy. Serious breaches of this policy, for example incidents of bullying of colleagues or social media activity causing serious damage to the organisation, may constitute gross misconduct and lead to dismissal.