



Myton Park Primary School

Social Networking Policy

<i>CREATED/REVISED:</i>	<i>Spring 2018</i>
<i>BY:</i>	<i>Elisabeth Lee Head Teacher</i>
<i>REVIEW DATE:</i>	<i>Summer Term 2019</i>
<i>APPROVED BY GOVERNING BODY:</i>	<i>Full Governing Body 6th March 2018</i>

Myton Park Primary School Social Networking Policy

Introduction

The Governing Body of Myton Park Primary School is committed to ensuring that all staff is aware of their responsibilities in connection with the growing use of social networking sites. It recognises that the use of such sites have become a very significant part of life for many people. They provide a positive way to keep in touch with friends and colleagues, and can be used to exchange ideas and thoughts on common interests. Examples of such sites include, but are not limited to, blogs (short for web log), MySpace, Facebook, Bebo, YouTube, Windows Live Spaces, MSN, forums, bulletin boards, multiplayer online gaming, chat-rooms and instant messenger.

Staff are expected to keep a professional distance from pupils and there should be a clear separation of the private social lives of staff and that of pupils or other people that may be linked to work. There should be no social networking to go on between staff and pupils ~~and there is no clear educational benefit~~. Staff should be very clear of the acceptable age of any friends they may have on any site at all times. Staff should also be aware of any links they may have with member of the school community and mutual friends. Staff should not make friends with anyone if their only link is school, There **MUST** be a social link outside of school.

It is important that staff are able to use technologies and services effectively and flexibly whilst ensuring that they do not make themselves vulnerable. However, it is also important to ensure that this is balanced with the Governing Body's duty to safeguard children the reputation of the school, the wider community and the Local Authority. With the rapid growth and development of technology, it is impossible for any policy to cover all possible events. It is therefore essential that all staff use their common sense at all times to ensure that they do not put themselves in a vulnerable position.

Who does this policy apply to?

This policy will apply to all staff in schools whose contracts of employment have been issued by the Local Authority on behalf of the Governing Body, including Community and VA Schools. It should also apply to supply staff employed by agencies who should adhere to our protocols on acceptable use.

Aims

The policy aims to:-

- Enable employees to use social networking sites safely and securely;
- Ensure that employees are aware of the risks associated with the inappropriate use of social networking sites;
- Enable employees to be aware of the need to protect themselves in all situations
- Safeguard employees in connection with the use of social networking sites and ensure they do not make themselves vulnerable;
- Ensure the Governing Body maintains its duty to safeguard children, the reputation of the school, the wider community and the Local Authority.

Legislation

The following legislation must be considered when adhering to this policy:

- Human Rights Act 1998
- Data Protection Act 1998
- Freedom of Information Act 2000
- Computer Misuse Act 1990, amended by the Police and Justice Act 2006

Responsibilities

The Governing Body (in conjunction with the Local Authority) shall:

- *Ensure this policy is implemented and procedures are in place that deal with the use of social networking sites;*
- *Ensure that all employees have access to this policy and that new employees are made aware of it.*

Head Teacher/Line Manager shall:

- *be familiar with this policy and guidelines and ensure that employees understand the policy and their own responsibilities;*
- *ensure that staff are aware of the risks of the use of social networking sites and the possible implications of the inappropriate use of them;*
- *monitor the use of school equipment allocated to individual staff on a regular basis;*
- *instigate disciplinary procedures where appropriate to do so;*
- *seek advice where necessary from Human Resources on the approach to be adopted if they are made aware of any potential issue.*

Staff shall:-

- *behave responsibly and professionally at all times in connection with the use of social networking sites and will not engage in any use on school premises or on any school equipment;*
- *co-operate with management in enduring the implementation of this policy.*

Human Resources shall:-

- *provide the necessary professional advice and support to the Governing Body and all school staff when required.*

Use of Social Networking Sites

For employees' own security all communication via social networking sites should be made with the awareness that anything said, shown or received could be made available, intentionally or otherwise, to an audience wider than that originally intended. It is therefore advised that staff follow the following procedures on all networking sites/apps/programmes:-

- *staff must not access social networking sites for personal use via school information systems or using school equipment;*
- *staff must not accept pupils as friends – personal communication could be considered inappropriate and unprofessional and makes staff vulnerable to allegations;*
- *staff are advised not to be friends with recent pupils. The potential for staff to be compromised in terms of wall content and open to accusations makes the risk not worth taking;*
- *staff should not place inappropriate photographs on any social network space;*
- *staff should not post indecent remarks;*
- *if a member of staff receives messages on his/her social networking profile that they think could be from a pupil they must report it to the Head Teacher and contact the internet service or social networking provider so that they can investigate and take the appropriate action;*
- *staff are strongly advised not to write about their work, but where a member of staff chooses to do so, he/she should make it clear that the views expressed are his/hers only and do not reflect the views of the school/Local Authority. However, all other guidelines in this policy must be adhered to when making any reference to the workplace; staff should seriously consider their professional reputation and that of the school before they post any comments. Staff should also strongly consider any potential impact of placing political views etc that may be misinterpreted by others;*
- *staff must not disclose any information that is confidential to the school or disclose personal data or information about any individual/colleague/pupil which could be in breach of the Data Protection Act;*
- *staff must not disclose any information about the school/Local Authority that is not yet in the public arena;*
- *in NO circumstances should staff post photographs of pupils;*

- staff should not make defamatory remarks about the school/colleagues/pupils or the Local Authority or post anything that could potentially bring the school/Local Authority into disrepute;
- staff should not disclose confidential information relating to his/her employment at the school;
- care should be taken to avoid using language which could be deemed as offensive to others.
- Staff should also be aware of any links they may have with member of the school community and mutual friends.
- Staff should check their security settings to ensure that privacy settings are as they would want them to be.
- These policies can never predict or prepare for all scenarios. With this in mind, staff should consider that they are respected members of the community in which they work; and with that in mind should be aware that anything posted on any social media could compromise them professionally.

Breaches of the policy

The Governing Body does not discourage staff from using social networking sites. However, all staff should be aware that the Governing Body will take seriously any occasions where the services are used inappropriately. If occasions arise of what could be deemed to be online bullying or harassment, these will be dealt with in the same way as other such instances.

If any instances of the inappropriate use of social networking sites are brought to the attention of the Head teacher, depending on the seriousness of the allegations, disciplinary action may be taken.

There may be instances where the School or the Local Authority will be obliged to inform the police of any activity or behaviour for which there are concerns as to its legality.

Attached is signed confirmation by members of all staff to confirm they have received a copy of this policy.

Adopted November 2010

Reviewed Spring Term 2018

Next review date Summer Term 2019