ICT and Social Media Acceptable Use Policy Agreement

What challenges us, changes us!

**Purpose**

Social media (e.g. Facebook, Twitter, LinkedIn) is a broad term for any kind of online platform which enables people to directly interact with each other. However, some games, for example Minecraft or World of Warcraft and video sharing platforms such as You Tube have social media elements to them too

*The school* recognises the numerous benefits and opportunities which a social media presence offers. Staff, parents/carers and pupils/students are actively encouraged to find creative ways to use social media. However, there are some risks associated with social media use, especially around the issues of safeguarding, bullying and personal/school reputation. This policy aims to encourage the safe use of social media by *the school*, its staff, parents, carers and children.

Aims

**This policy:**

**Applies to all staff and to all online communications which directly or indirectly, represent the school.**

**Applies to such online communications posted at any time and from anywhere.**

**Defines the monitoring of public social media activity relating directly or in directly to the school, its pupils and staff.**

**Encourages the safe and responsible use of social media through training and education when and where needed.**

The school respects privacy and understands that staff and pupils may use social media forums in their private lives. However, personal communications likely to have a negative impact on professional standards and/or the school’s reputation are within the purpose of this policy.

**When a school will take action**

Professional communications are those made through official channels, posted on a school account/website or using the school name. All professional communications are within the purpose of this policy.

Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which directly or indirectly associates itself with the school or impacts on the school. This impact or association relates to a person’s professional standing/job within the school community. It must be made clear in any communications that directly or in directly could affect the school or are in breach of Untied Kingdom, data protection or privacy laws, that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the purpose of this policy.

Personal communications which do not refer to or impact upon the school are outside the purpose of this policy.

**Organisational control**

**Roles & Responsibilities**

**SLT**

* Facilitating training and guidance on Social Media use if and when required.
* Developing and implementing the Social Media/ acceptable use policy
* Taking a lead role in investigating any reported incidents.
* Making an initial assessment when an incident is reported and involving appropriate staff and external agencies as required.
* Receive completed applications for Social Media/internet accounts created on the schools behalf and to approve account creation

**Administrator / Moderator/ACS**

* Create the account following SLT approval
* Store account details, including passwords securely
* Be involved in monitoring and contributing to the account
* Control the process for managing an account after the lead staff member has left the organisation (closing or transferring)

**Staff**

* Know the contents of any social media pages and ensure that any use of social media is carried out in line with this and other relevant policies
* Attending appropriate training as and when required or needed.
* Regularly monitoring, updating and managing content he/she has posted via school accounts or personal accounts.
* Adding an appropriate disclaimer to personal accounts when naming the school (it is advised not to sight directly or indirectly the school and school events in regards to negative and ill-reputed communications)
* Following the correct procedure and process for creating new social media accounts i.e. personal or school accounts.
* The school community is encouraged to consider if a social media account will help them in their work, e.g. a history department Twitter account, or a “Friends of the school” Facebook page. Anyone wishing to create such an account must present a business case to the School Leadership Team which covers the following points:-
* Consider the aim of their account
* The intended audience of their account
* How the account will be promoted
* Will the account be open or private/closed

Monitoring

**School accounts must be monitored regularly and frequently** (preferably 7 days a week, including during holidays). Any comments, queries or complaints made through those accounts must be responded to within 24 hours (or on the next working day if received at a weekend) even if the response is only to acknowledge receipt. Regular monitoring and intervention is essential in case a situation arises where bullying or any other inappropriate behaviour arises on a school social media account.

Behaviour

**The school requires that all users using social media adhere to the standard of behaviour as set out in this policy and other relevant policies.**

**Digital communications by staff must be professional and respectful at all times and in accordance with this policy**. Staff will not use social media to infringe on the rights and privacy of others or make ill-considered comments or judgments about staff, school circumstances and/or the school community.

School social media accounts must not be used for personal gain. Staff must ensure that confidentiality is maintained on social media even after they leave the employment of the school. Users must declare who they are in social media posts or accounts. Anonymous posts are discouraged in relation to school activity.

If a journalist makes contact about posts made using social media either on school accounts and personal accounts staff must not respond and report IMMEDEALTLY to the HEADTEACHER or AHT’s.

Unacceptable conduct, (e.g. defamatory, discriminatory, offensive, harassing content or a breach of data protection, confidentiality, copyright and UK laws) will be considered extremely seriously by the school and will be reported as soon as possible to the HEADTEACHER or AHT’s , and referred to the police if required .

The use of social media by staff while at work may be monitored, in line with school policies. *The school permits reasonable and appropriate access to private social media sites. However, where excessive use is suspected, and considered to be interfering with relevant duties (within payed work hours), disciplinary action may be taken*

The school will take appropriate action in the event of breaches of the social media policy. Where conduct is found to be unacceptable, the school will deal with the matter internally. Where conduct is considered illegal, the school will report the matter to the police and other relevant external agencies, and may take action according to the disciplinary and dismissal policy.

Legal considerations

**Users of social media should consider the copyright of the content they are sharing and, where necessary, should seek permission from the copyright holder before sharing.**

**Users must ensure that their use of social media does not infringe upon relevant UK laws such as data protection, breach confidentiality or the promotion of inappropriate racial, gender, sexuality and any other proper gander sighed intolerances and hatred.**

Handling abuse

When acting on behalf of the school, handle offensive comments swiftly and with sensitivity.

If a conversation turns and becomes offensive or unacceptable, school users should block, report or delete other users or their comments/posts and should inform the audience exactly why the action was taken

If you feel that you or someone else is subject to abuse by colleagues through use of a social networking site, then this action must be reported using the agreed school protocols.

Tone

The tone of content published on social media should be appropriate to the audience, whilst retaining appropriate levels of professional standards.

**Permission to use any photos or video recordings should be sought in line with the school’s digital and video images policy**. If anyone, for any reason, asks not to be filmed or photographed then their wishes should be respected.

**Under no circumstances should staff share or upload student pictures online other than via school owned social media accounts**

Staff should exercise their professional judgement about whether an image is appropriate to share on school social media accounts and on their own social media accounts and be conscious of this policy and if they are in breach of it. Students should be appropriately dressed, not be subject to ridicule and must not be on any school list of children whose images must not be published when sharing pictures on approved school platforms.

If a member of staff inadvertently takes a compromising picture which could be misconstrued or misused, they must delete it immediately.

Personal use

**Staff**

Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which associates itself with the school or impacts on the school, it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer and or the removal of such posts. Such personal communications are within the purpose of this policy.

Personal communications which do not refer to or impact upon the school are outside the purpose of this policy.

Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken

*The school permits reasonable and appropriate access to private social media sites.*

**Pupil/Students**

**Staff are not permitted to follow or engage with current or prior pupils/students of the school on any personal social media network account.**

The school’s education programme should enable the pupils/students to be safe and responsible users of social media.

Pupils/students are encouraged to comment or post appropriately about the school. Any offensive or inappropriate comments will be resolved by the use of the school’s behaviour policy

**Parents/Carers**

**If parents/carers have access to a school learning platform where posting or commenting is enabled, parents/carers will be informed about acceptable use.**

The school has an active parent/carer education programme which supports the safe and positive use of social media. This includes information on the website.

Parents/Carers are encouraged to comment or post appropriately about the school. In the event of any offensive or inappropriate comments being made, the school will ask the parent/carer to remove the post and invite them to discuss the issues in person. If necessary, refer parents to the school’s complaints procedures.

Monitoring posts about the school

As part of active social media engagement, it is considered good practice to pro-actively monitor the Internet for public postings about the school.

The school will effectively respond to social media comments made by others according through the correct defined policy or process.