



St Thomas of Canterbury Catholic Primary School

Policy: Internet Social Networking Policy

Review date: March 2021

Next review: March 2022

St Thomas of Canterbury Catholic Primary School

Internet Social Networking Policy

We acknowledge that social networking has become part of everyday life with many people of all ages using social networking sites on a daily basis.

Many people feel that there are educational benefits to using these platforms as a way of research and sharing good practice. However, school based staff need to be aware that posting anything on these platforms about themselves, others or their place of work opens them up the possibility that anyone can gain access to it. Great care must be taken when posting on all social networking sites to avoid identity theft, risk to security and potentially jeopardising themselves, others or their place of work.

The school will monitor its IT systems for inappropriate usage and will take necessary disciplinary measures if need be.

We believe the following recommendations should be considered:

- Use only your name for the profile. A pseudonym is preferred and highly recommended.
- Do not put your date of birth on the profile.
- Be wary of what photographs you put online of yourself, family or friends.
- Remember you must have their permission to publish.
- Make your profiles 'invite' only and thus only allow people you trust with certainty to view your information.
- Do not post your occupation.
- Do not discuss your work or place of work.
- Do not place derogatory, defamatory, discriminatory or offensive remarks about the school, work colleagues, parents, pupils, governors or anyone else connected with the school.
- Do not divulge confidential information of any form.
- Do not publish photographs taken at your work.
- Do not discuss your political or religious views.
- Be careful what viewpoints you express.
- If you do post anything online be mindful of the fact you could lose total control of it.
- Be careful of what other people post on your profile. You might be careful but are your friends?

We strongly recommend that school personnel do not use the school's IT system to access social networking websites.

Aims:

- To ensure all school personnel are aware of the dangers of using internet social networking websites.
- To ensure that all school personnel use internet social networking websites wisely and cautiously and not jeopardising themselves, others or their place of work.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- appointed a member of the school personnel to be in charge of the school's website.
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel comply with this policy;
- take disciplinary action in accordance with the school's disciplinary policy if any employee breaches this policy;
- monitor the school website;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- not access social networking sites during the school day;
- not post confidential school information or information about any member of the school personnel on any social networking site;
- not refer to the school or anyone connected to it when using any social networking site;

- not bring the school into disrepute by making any derogatory, defamatory, discriminatory or offensive comments on any social networking site;
- not make discriminatory or offensive comments about any member of the school personnel on any social networking site;
- not make contact with parents or pupils via social networking websites;
- be aware that the Governing Body will take the necessary disciplinary action if any member of the school personnel breaches this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- not make contact with school personnel via social networking websites;
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel
- reports such annual report to parents and Headteacher reports to the Governing Body

Training

We ensure all school personnel have equal chances of training, career development and promotion. Periodic training will be organised for all school personnel so that they are kept up to date with new information.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the nominated governor.

Reviewed by: Lyn Rawlinson

Review date: March 2021

Next review: March 2022