Bishop Cornish C of E (VA) School

Policy for Social Media

Reviewed:	*April 2018*	Revised by:	Mrs SC Green
		Governor responsible:	Mrs T Lindeyer

School Aims:

Based upon our philosophy, our aims are:

- To be able to appreciate the Christian way of life;
- .to be able to interact co-operatively with others through work and play;
- To provide a broad and balanced curriculum for all children;
- To provide a stimulating and rich learning environment through quality teaching and a high level of resourcing;
- To seek to know and to understand children individually and develop the broad range of their academic, practical and social skills;
- To set high academic standards through challenging targets;
- To set individual targets for children (with individual support if necessary) thus providing effective learning for all children;
- To create constructive and effective links with home and the wider community;
- To develop the talents, potential and uniqueness of each individual thus preparing pupils to become good citizens for the future;
- To provide a warm, happy family atmosphere at Bishop Cornish School.

- Bishop Cornish School Motto is: *'Esteem and Educate Every Child'*

Social Media is the use of websites based on user participation and user-generated content. They include social networking sites Facebook, Twitter, Bebo and My Space, social bookmarking sites like Del.icio.us, social news sites like Digg or Reddit, online forums, such as TES online and other sites that are centered on user interaction. For the purposes of this policy, social media and social networking refers to *all websites on which social interaction occurs*. Also, interaction on networks linked to games consoles is included (e.g. Playstation Network (PSN) and Xbox Live plus other live communication equivalents). However, as Facebook is the most commonly used of these, specific references are made to Facebook throughout this policy.

While school employees are private individuals, they also have professional reputations and careers to maintain. When publishing information about yourself or having conversations with others online, it is important to be mindful of how you present yourself, who can see your content and how you can manage this appropriately. When publishing information, personal contact details, video or images, ask yourself if you would feel comfortable about a current or prospective employer, colleague, pupil or parent viewing your content.

This policy has been written to protect staff members (and volunteers) against any allegations of improper conduct and to protect the reputation of the school.

Key Points

- Staff members should not publish anything on the internet using social media (including via social networking sites such as Facebook) that could reflect negatively, or be perceived to reflect negatively, on the reputation of the school.
- Members of staff should not be in contact with current pupils via social networking sites in accordance with the school's Safeguarding policy.
- Under no circumstances should staff members have current pupils on their Friends List. You may be giving them access to personal information (yours and that of others) and allowing them to contact you inappropriately.
- It is strongly advised that ex-pupils or family members of pupils are not added either. Remember that anything on your home-page is available for your friends to view, including items posted by others.
- Members of staff with Facebook profiles are strongly advised to set the privacy levels on their accounts to maximum. i.e. only people on their 'Friends' list should be able to view their private information and pictures. This can be done by going to 'Account' / 'Privacy Settings' and checking that all boxes read 'only friends'.

Action to be taken if a member of staff is contacted by a pupil

There are two types of contact through Facebook:

1. A message
2. A Friend Request

If a message from a pupil is received, the following action should be taken:

Do not reply to the message.

If an invitation to a pupil's friend list is received, the following action should be taken:

Immediately 'Ignore' the invitation.
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Note: If contact is received from a pupil through other social media, follow the same format. Do not reply.

In the case where staff members ignore the stipulations set out in this policy, the school disciplinary policy will be followed.

Staff members should also be aware that if any action is brought against them as a result of any activity on social networking sites, the School and Governing Body will **not** support the individual.

Appendix 1

Legal Age for Social Media sites

- Facebook – 13
- Bebo – 13
- My Space – 14
- Friends Reunited – 18
- Twitter – no limit but privacy policy states that "This site is not directed to persons under 13"

This policy is reviewed annually. Next review: November 2018

Policy agreed by Governors May 2012