



# Christ Church Infant and Nursery Social Media and Mobile Device Policy

Effective Date: November 2018  
Last Reviewed: November 2017  
Reviewed By: M Palmer  
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## **Social Media Policy including Use of Mobile Phones and Digital Photography Policy**

Social media and social networking sites play an important role in the lives of many people. We recognise that sites bring risks, but equally there are many benefits to be reaped. This document gives clarity to the way in which we expect social media to be used by pupils, parents/carers, family members and school staff at Christ Church.

There are five key areas

- A. The use of social networking sites by pupils within school.
- B. Use of social networking by staff in a personal capacity.
- C. Creation of accounts used by pupils outside of school.
- D. Comments posted by parents/carers.
- E. Dealing with incidents of online bullying.

### **A. The use of social networking sites by pupils within school.**

The school's Acceptable Use Policy (AUP) makes it clear to pupils what use of social media is allowed. This states that, 'Social network sites should never be accessed/used within school'.

If social media sites are used then staff should carry out a risk assessment to determine which tools are appropriate. The school e-safety policy states sanctions for breaching the policy.

### **B. Use of social networking by staff in a personal capacity.**

It is possible that a high proportion of staff will have their own social networking site accounts. It is important for them **to protect their professional reputation** by ensuring that they use their personal accounts in an appropriate manner. We do not expect children or their families to follow staff via social media.

Guidelines are issued to staff:

- i. Staff must never add pupils as friends into their personal accounts.
- ii. Staff must not post pictures of school events without the Headteacher's consent.
- iii. Staff must not use social networking sites within lesson times.
- iv. Staff need to use social networking in a way that does not conflict with the current National Teacher's Standards.

### **C. Creation of accounts used by pupils outside of school.**

Social media accounts such as Facebook are more often than not, designed for children over 14 years old. We therefore do not expect children to have their own Facebook or similar account. Should the school be made aware of these accounts existing, we will contact the child's family to ascertain that they are aware. The school will only intervene further if the contents of the child's profile cause us safeguarding concerns. This includes both text and images.

### **D. Comments posted by parents/carers.**

Parents and carers will be provided with a school Facebook account to follow. Methods of school communication include the website, bulletins, letters, verbal discussion and various contacts via email/sms..

- i. Parents are not expected to post pictures of pupils other than their own children on social networking sites.

- ii. Parents should make complaints through official school channels and should not air concerns on social networking sites.
- iii. Parents should not post malicious or fictitious comments or opinions on social networking sites about the school or any member of the school community.
- iv. Parents must not create social media accounts which appear to be associated with the school i.e. class group pages on Facebook
- v. Parents who do not abide by these rules will be considered under the policy 'unacceptable behaviour' and may be banned from the school site.

#### **E. Dealing with incidents of online bullying**

The school's e-safety and Anti Bullying Policy makes sanctions regarding bullying using new technologies very clear.

The school can take action against incidents that happen outside school if it:

- i. Could have repercussions for the orderly running of the school or
- ii. Poses a threat to another pupil or member of the public or
- iii. Could adversely affect the reputation of the school.

Use of social networking sites to harass, bully or intimidate would be covered by this irrespective of when/where the post was made.

v. Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.

vi. Staff must not post negative comments about the school, pupils, parents or colleagues including Governors.

vii. Staff should read and comply with Staff Code of Conduct.

Inappropriate use by staff should be referred to the Headteacher in the first instance or LADO (Local Authority Designated Officer).

#### **Use of Mobile Phones**

**Parents, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of school children for their own records during the school day.**

#### **Procedures**

- i. School must seek parental consent to take photographs and use video recorders. Photographs will be stored on the school network in line with our GDPR policy.
- ii Often photographs may contain other children in the background.
- iii. Events such as Sports Day, outings, Christmas and fundraising events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending. Parents must not post photographs or video containing other children on social media websites. A verbal reminder will be given by staff at each event.

iv. On occasion, the school might like to use photographs of children taking part in an activity to advertise/promote the school via the website etc, however in this instance, specific parental permission will be required.

vi. Many mobile phones have inbuilt cameras so staff mobile phones must not be used to take pictures of children in our school. **Visitors should be challenged if seen using a mobile phone or camera inappropriately or photographing children.**

***Pupil mobile phones are not permitted at school***

***Use of Mobile Phones for Volunteers and Visitors:***

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use the office telephone. Neither are volunteers or visitors permitted to take photographs or recordings of the children without the Headteacher's permission.