



## KEA SCHOOL SOCIAL MEDIA POLICY 2014

**Date Policy Formally Approved By Governors: Autumn 2014**

**Review Date(s):** Autumn 2019

When considering use of social media, the most important fact to consider is the teacher's and the child's online reputation. This is the perception, estimation and opinion that are formed when someone is encountered online. This could be when someone visits their social networking profile, but could also be when anyone reads a comment they posted on another profile. It could also be when someone sees their online photo albums or an image with them in it, indeed any instance or reference of them that either they posted or someone else did.

### **Introduction to the Policy**

Kea School is aware and acknowledges that increasing numbers of adults and children are using social networking sites including, but not exclusively, Facebook, Bebo and MSN.

The widespread availability and use of social networking application bring opportunities to understand, engage and communicate with audiences in new ways. It is important that we are able to use these technologies and services effectively and flexibly. However, it is also important to ensure that we balance this with our reputation.

This policy and associated guidance is to protect staff and advise school leadership on how to deal with potential inappropriate use of social networking sites.

For example, our use of social networking applications has implications for our duty to safeguard children, young people and vulnerable adults.

The policy requirements in this document aim to provide this balance to support innovation whilst providing a framework of good practice.

This includes:

- **Empowering** children and young people to keep them safe when online.
- **Encouraging** them to be responsible users of the technology.
- **Engaging** children and young people to recognise the risks and benefits of online communication.
- **Enabling** the adults around children and young people; whether parents, carers, professionals or volunteers, to understand and support them in their online world.

## **Purpose**

The purpose of this policy is to ensure:

- That the school is not exposed to legal risks
- That the reputation of the school is not adversely affected
- That our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the school.

Facebook is targeted at older teenagers and adults. They have a no under 13 registration policy and recommend parental guidance for 13 to 16 year olds.

The following are extracts from Facebook privacy policy:

*"If you are under age 13, please do not attempt to register for Facebook or provide any personal information about yourself to us. If we learn that we have collected personal information from a child under age 13, we will delete that information as quickly as possible. If you believe that we might have any information from a child under age 13, please contact us"*

*"We strongly recommend that minors 13 years of age or older ask their parents for permission before sending any information about themselves to anyone over the Internet and we encourage parents to teach their children about safe internet use practices. Materials to help parents talk to their children about safe internet use can be found on this help page."*  
(Although this is due more to advertising laws in California than any attempt to safeguard minors).

MSN recommend 13 but do not appear to have a policy of debarring younger pupils. There are many primary age pupils active on MSN. Other sites include Bin Weevils, Club Penguin and Moshi Monsters for Younger users.

This guidance is to advise and protect staff from accusations of improper relationships with pupils and to help safeguard children. All safe aspects of safety are to be taught through whole school eSafety Digital Literacy Rolling programme.

## **Scope**

This policy covers the use of social networking applications by all school stakeholders, including, employees, governors and pupils. These groups are referred to collectively as 'school representatives' for brevity.

The requirements of this policy apply to all uses of social networking applications which are used for any school related purpose and regardless of whether the school representatives are contributing in an official capacity to social networking applications provided by external organisations.

Social networking applications include, but are not limited to:

Blogs, for example Blogger

Online discussion forums, such as netmums.com

Collaborative spaces, such as Facebook

Media sharing services, for example YouTube

'Micro-blogging' applications, for example Twitter

All school representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data

protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation. They must also operate in line with the School's Inclusion Policy.

### **Use of Social networking sites in work time**

Use of social networking applications in work time for personal use only, is not permitted, unless permission has been given by the Head teacher.

### **Social Networking as part of School Service**

All proposals for using social networking applications as part of a school service (whether they are hosted by the school or by a third party) must be approved by the Head teacher first.

*For this reason all social media sites are subject to filtering. However, it is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, discrimination, and safe use of social media sites) that would normally result in internet searches being blocked. In such a situation, staff can request that the Network Manager (and other relevant person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.*

Use of social networking applications which are not related to any school services (for example, contributing to a wiki [web application] provided by a professional association) does not need to be approved by the Head teacher. However, school representatives must still operate in line with the requirements set out within the policy

School representatives must adhere to the following Terms of Use. The Terms of Use below apply to all uses of social networking applications by all school representatives. This includes, but is not limited to, public facing applications such as open discussion forums and internally-facing uses such as project blogs regardless of whether they are hosted on school network or not.

Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct. Kea School expects that users of social networking applications will always exercise the right of freedom of expression with due consideration for the rights of others and strictly in accordance with these Terms of Use.

### **Terms of Use**

Social Networking applications:

- Must not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claim for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the school into disrepute.
- Must not be used for the promotion of personal financial interests, commercial ventures or personal campaigns
- Must not be used in an abusive or hateful manner
- Must not be used for actions that would put school representatives in breach of school codes of conduct or policies relating to staff.
- Must not breach the school's misconduct, equal opportunities or bullying and harassment policies
- Must not be used to discuss or advise any matters relating to school matters, staff, pupils or parents
- No staff member should have a pupil or former pupil under the age of 18 as a 'friend' to share information with
- Employees should not identify themselves as a representative of the school
- References should not be made to any staff member, pupil, parent or school activity / event unless prior permission has been obtained and agreed with the Head Teacher

- Staff should be aware that if their out-of-work activity causes potential embarrassment for the employer or detrimentally affects the employer's reputation then the employer is entitled to take disciplinary action. Violation of this policy will be considered as gross misconduct and can result in disciplinary action being taken against the employee up to and including termination of employment.

#### **Guidance/protection for staff on using social networking**

- No member of staff should interact with any pupil in the school on social networking sites
- No member of staff should interact with any ex-pupil in the school on social networking sites who is under the age of 18
- This means that no member of the school staff should request access to a pupil's area on the social networking site. Neither should they permit the pupil access to the staff members' area e.g. by accepting them as a friend.
- Where family and friends have pupils in school and there are legitimate family links, please inform the head teacher in writing. However, it would not be appropriate to network during the working day on school equipment
- It is illegal for an adult to network, giving their age and status as a child
- If you have any evidence of pupils or adults using social networking sites in the working day, please contact the named Child Protection person in school

#### **Guidance/protection for Pupils on using social networking**

- No pupil under 13 should be freely accessing social networking sites. This is the guidance from both Facebook and MSN. Demonstration by the teacher, as children are accessing at home, is acceptable in terms of teaching children safe use. There is a mechanism on Facebook where pupils can be reported via the Help screen; at the time of writing this policy the direct link for this is:  
[http://www.facebook.com/help/contact.php?show\\_form=underage](http://www.facebook.com/help/contact.php?show_form=underage)
- No pupil may access social networking sites during the school working day (unless part of a closely monitored lesson to teach safe aspects of using social media).
- All mobile phones must be handed into the office at the beginning of the school day, the Internet capability must be switched off. Failure to follow this guidance will result in a total ban for the student using a mobile phone.
- No pupil should attempt to join a staff member's areas on networking sites. If pupils attempt to do this, the member of staff is to inform the Head teacher. Parents will be informed if this happens.
- No school computers are to be used to access social networking sites at any time of day (unless part of a closely monitored lesson to teach safe aspects of using social media).
- Any attempts to breach firewalls/ or bypass proxy settings will result in a ban from using school ICT equipment other than with close supervision.
- Please report any improper contact or cyber bullying to your teacher in confidence as soon as it happens.
- We have a zero tolerance to cyber bullying.

#### **Guidance/protection for staff on friends with parents of current pupils**

- It is not advisable for staff to interact with any parent of a child in the school on social networking sites.
- Where friends have legitimate links (e.g. family or colleague), please inform the head teacher. However, it would not be appropriate to network during the working day on school equipment.

#### **Guidance/protection for staff in contact with colleagues/Governors.**

- Where staff are friends with colleagues/ governors on social networking sites they must ensure that they do not discuss or advise any matters relating to school matters, staff, pupils or parents or which might cause embarrassment to the school.

#### **Guidance /protection for staff with reference to photographs of pupils.**

- Staff must not keep photographs of current pupils or past pupils up to the age of 18 on their social networking site
- Staff must be diligent and keep a constant check to ensure even if they are tagged on photographs they do not keep any which include current pupils or past pupils up to the age of 18.
- Where friends have legitimate family links, please inform the head teacher in writing. However, it would not be appropriate to network during the working day on school equipment.

#### **Child protection guidance**

- If the head teacher receives a disclosure that an adult employed by the school is using a social networking site in an inappropriate manner as detailed above they should:
- Record the disclosure in line with their child protection policy
- Schools must refer the matter to the LADO (Local Authority Designated Officer) who will investigate via Cornwall Police Child Protection Team. The LADO will advise whether the member of staff should be suspended pending investigation after contact with the police. It is not recommended that action is taken until advice has been given.
- If the disclosure has come from a parent, take normal steps to calm the parent and explain processes
- If disclosure comes from a member of staff, try to maintain confidentiality
- If disclosure is from a child, follow your normal process in your child protection policy until the police investigation has been carried out.

#### **Cyber Bullying**

By adopting the recommended no use of social networking sites on school premises, Kea School protects themselves from accusations of complicity in any cyber bullying through the provision of access.

Parents should be clearly aware of the school's policy of access to social networking sites.

Where a disclosure of bullying is made, schools now have the duty to investigate and protect, even where the bullying originates outside the school.

This can be a complex area, and these examples might help:

A child is receiving taunts by text and on Facebook from an ex pupil who moved three months ago. This is not a school responsibility, though the school might contact the new school to broker a resolution.

A child is receiving taunts from peers. It is all at weekends using MSN and Facebook. The pupils are in the school. The school has a duty of care to investigate and work with the families, as they attend the school.

A child is receiving taunts from peers. It is all at weekends using Facebook. The pupils are in Y5. This is the tricky one. The school has a duty of care to investigate and work with the families, as they attend the school. However, they are also fully within their rights to warn all the parents (including the victim) that they are condoning the use of Facebook outside the terms and conditions of the site and that they are expected to ensure that use of the site stops. At any further referral to the school the school could legitimately say that the victims

and perpetrators had failed to follow the school's recommendation. They could then deal with residual bullying in the school, but refuse to deal with the social networking issues. Once disclosure is made, investigation will have to involve the families. This should be dealt with under the schools adopted anti bullying policy. If parent / carers refuse to engage and bullying continues, it can be referred to the police as harassment

This guidance can also apply to text and mobile phone cyber bullying.

Agreed by governors: October 2014

Review date: Autumn 2016