

Social Networking & Mobile Phone Policy

# TOPCLIFFE CE PRIMARY SCHOOL

## Social Networking & Mobile Phone Policy

LEARNING FUN INSPIRATION

Our school is committed to providing a safe, healthy, cheerful and respectful Learning Environment. We stimulate, inspire and challenge pupils to achieve their full potential.

## Social Networking & Mobile Phone Policy

### Introduction

Social networking activities conducted online outside work, such as blogging (writing personal journals to publicly accessible internet pages), involvement in social networking sites such as Facebook, Myspace or Bebo and posting material, images or comments on sites such as You Tube can have a negative effect on an organisation's reputation or image. In addition, Topcliffe CE Primary School has a firm commitment to safeguarding children in all aspects of its work. This policy has been written to set out the key principles and code of conduct that we expect of all members of staff with respect to their responsibilities in connection with the use of social networking sites.

### Key Principles

- As a school we do not endorse or support any children having a Social Network site, such as Facebook, MySpace, Bebo or MSN under the age of 13.
- It is important to protect everyone\* at Topcliffe CE Primary School from allegations and misinterpretations which can arise from the use of social networking sites.
- Safeguarding children is a key responsibility of all members of staff and it is essential that everyone\* at Topcliffe CE Primary School considers this and acts responsibly if they are using social networking sites out of school. Anyone working in the school either as a paid employee or volunteer must not communicate with children via social networking.
- This policy relates to social networking outside work. Blogging and accessing social networking sites at work using school equipment is not permitted.
- This policy is not covered by the Chatham House rule and therefore no communications irrespective of their anonymity should be shared that relate to any specific event, protocol, pupil or person at Topcliffe CE Primary School.

### Aims

- To set out the key principles and code of conduct expected of all members of staff, governors, Friends and volunteers at Topcliffe CE Primary School with respect to social networking.
- To further safeguard and protect children and staff.

### Code of Conduct for Everyone\* at Topcliffe CE Primary School - Social Networking

The following are **not considered acceptable** at Topcliffe CE Primary School:

- The use of the school's name, logo, or any other published material without written prior permission from the Headteacher. This applies to any published material including the internet or written documentation.

\*In the context of this policy "everyone" refers to members of staff, governors, Friends and anyone working in a voluntary capacity at the school

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- The posting of any communication or images which links the school to any form of illegal conduct or which may damage the reputation of the school. This includes defamatory comments.
- The disclosure of confidential or business-sensitive information; or the disclosure of information or images that could compromise the security of the school.
- The posting of any images of employees, children, governors or anyone directly connected with the school whilst engaged in school activities.

### **Code of Conduct for Everyone\* at Topcliffe CE Primary School - Use of Mobile Phones**

- Staff are to keep their mobile phones out of classrooms and be accountable for the responsible use of them.
- Children are not allowed mobile phones in school, however in agreed circumstances phones can be stored at the office for the course of the school day.
- Photographs on school trips must only be taken using a school camera.

### **In addition to the above everyone\* at Topcliffe CE Primary School must ensure that they:**

- Do not make any comments about the school, or anyone at or connected with the school.
- Use social networking sites responsibly and ensure that neither their personal/professional reputation, or the school's reputation is compromised by postings.
- Are aware of the potential of on-line identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.

### **Potential and Actual Breaches of the Code of Conduct**

In instances where there has been a breach of the above Code of Conduct, the following will apply:

- Any breaches of this policy will be fully investigated. Where it is found that there has been a breach of the policy this may result in action being taken under the Disciplinary Procedure. A breach of this policy will be considered to be a serious disciplinary offence which is also contrary to the school's ethos and principles.
- The Governing Body will take appropriate action in order to protect the school and that of its staff, parents, governors, children and anyone else directly linked to the school.

**This document is a statement of the aims, principles and practice at Topcliffe CE Primary School.**

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Signed ..... Chair of Governors

Date: May 2012

Review Date: May 2013