SEFTON COUNCIL

SOCIAL NETWORKING

Suggested policy for Schools

Produced by the Personnel Team – Schools

August 2012

V1.0

School: *Thomas Gray.*

Date Adopted by the Governing Body: *26/11/15*

Signed by

Chair: *A.P. Taylor*

Headteacher: *R. Rimmer*

Review :- Autumn 2018 .

SEFTON CHILDREN, SCHOOLS AND FAMILIES MODEL STAFF SOCIAL NETWORKING POLICY

Name of School/College_____

1. Scope

This social net-working policy will apply to all teaching and support staff within the school/college, including the Headteacher/Principal.

The social networking policy will be applied equitably

2. Purpose and aims

2.1   The Governing Body aims through this policy to encourage appropriate behaviour when employees use social networking sites.

2.2   The policy recognises the individual's right to participate in legitimate Internet activities and applies to all personal internet networks used by individuals including:

- Blogs which are personal websites that are usually updated on a regular basis with articles or opinions from an individual
- Social networking sites such as Facebook or Linkedin which allow employees to discuss various issues with specific contacts or 'friends'
- Microblogs such as Twitter which are similar to blogs, but are more accessible and allow wider discussion.

   This list is neither exclusive nor exhaustive.

2.3   This policy aims to identify those areas of Internet usage where conflicts may arise, in particular those which impact on the reputation of the School/College.

3. Principles

3.1   Online conduct should not be different to offline conduct.

3.2   Employees using social networking sites in a personal capacity must ensure that they do not conduct themselves in a way that is detrimental to the School/College. To do otherwise may lead to formal disciplinary action under the School's/College's Disciplinary Procedure. They should not:
- Post offensive, defamatory or inappropriate comments about the School/College, its students, suppliers or any of its employees.
- Allow interaction on websites to damage or compromise working relationships with colleagues
- Make discriminatory or offensive comments about work colleagues or students.
- Post photographs/videos of themselves, colleagues or students taken in school or which is work related.
- Post or send abusive or defamatory messages

- Record any confidential information about the School/College on any social networking sites
- Post information which would lead to the identification of a student.
- Accept requests of any pupil of the School /College or former pupils under the age of <mark>eighteen</mark> to become 'friends' on Facebook or any other social networking site
- It is advisable not to accept requests from the parents or guardians of any pupil of the School/College or former pupils under the age of eighteen to become 'friends' on Facebook or any other social networking site. Should you wish to accept such a request you must seek advice from your Headteacher before doing so.
- Make a request to become 'friends' with any pupil of the School/College or former pupils under the age of eighteen as friends on Facebook or any other social networking site
- Make a request to the parents or guardians of any pupil of the School/College or former pupils under the age of eighteen to become 'friends' on Facebook or any other social networking sites.

This list is neither exclusive nor exhaustive.

3.3   Accessing social networking sites during school time must be in accordance with the School's/College's Acceptable Use Policy and breaches may lead to formal disciplinary action.

3.4   It may be is necessary to create closed 'blogs' and social networking areas for curriculum purposes. Any such activity should be agreed in advance with the Headteacher/Principal.

3.5   On occasions when it is appropriate for staff and students to share a closed 'blog' or social network area for curriculum purposes and permission has been given to do so, appropriate measures must be put in place to ensure the safety of the staff and pupils.

4. Implications

4.1   Staff should be aware that information posted on Internet sites and forums can reach a wider audience. The reputation and the confidence of the community in the School/College should not be put at risk. To do so could lead to formal action under the Disciplinary Procedure.

4.2   Derogatory, discriminatory or abusive remarks about colleagues could trigger the use of the relevant adopted policies of the School/College.

4.3   Contact with pupils as detailed in paragraph 3.2 may lead to the use of the Child Protection Procedures and potentially to disciplinary action.

4.4   Breaches of this policy may trigger the use of any of the School's/College's adopted policies and procedures as appropriate.

5. Equal Opportunities

5.1   In all the procedures all parties must take into account the School's/College's Equal Opportunities

6. Monitoring and Review

6.1   The Policy will be reviewed annually by the Governing Body.