



Petersfield Church of England (A) Primary School Social Networking Policy

Policy ratified by FGB: Nov 16

Date of review: Nov 17

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This social networking policy applies to all members of staff who are employed by the school.

Social Media

Social media, professional networking sites, rapid-fire communications, blog sites and personal websites are all useful and enjoyable technologies that we recognise at Petersfield Church of England (A) Primary School. Every employee has an opportunity to express themselves and communicate online in many ways. The school does not wish to discourage an online presence. Everyone needs to exercise good judgement on what material is placed onto the internet.

This policy sets out the guidelines for all employees to follow for all online communications

Responsibilities:

Any materials (whether text, photographs or other items) placed online which make any reference to Petersfield Church of England (A) Primary School, its staff, children and parents are the responsibility of the poster. At no time should any information or materials which make reference to children, staff or parents be posted online with without their permission. At no time may photographs be posted online of any children, staff or parents without the permission of the person or people involved.

Any member of staff found to be posting photographs, comments, accusations (whether true or false), remarks or any other materials which breach confidentiality or are deemed to be of a detrimental nature to the school or the persons involved may face disciplinary action in line with the school's disciplinary procedures. Social networking sites should not be used within school working hours on school premises.

The School's equipment:

The school's computers, cameras and printers are strictly for professional use only. They may not be used for social networking at any time.

Guidelines:

Employees are encouraged to use the following guidelines in social networking practices:

Remember that no information sent over the internet is secure. If you do not wish the information you send to be made public, you should refrain from sending it on the internet. Ensure that you are familiar with the most up-to-date privacy settings and set them accordingly.

Even though you may think that you are anonymous or are using an alias on the internet, you may still be recognised. Maintain absolute professionalism at all times, inappropriate language, comments or pictures of yourself could be seen by the public and bring your own and the school's reputation into disrepute.

Apply a 'good judgement' test to everything that you do over the internet. If you become aware of an employee of the school taking part in a social networking activity which may be distasteful or may be harmful to the school, children or personnel, it is your duty to inform a senior member of staff. It is strongly advised that staff do not become 'friends' on social networking sites with parents or with children that may have links with the school (past or present).

Sensitive information:

Any sensitive information, dealing with matters such as redundancy, disciplinary proceedings, performance management, pupil assessment or other such sensitive materials may only be sent within the school's secure e-mail system and only insofar as this is professionally appropriate. Such matters should not be communicated over the internet through any social network.

However, nothing in the foregoing paragraph is intended to prevent a member of staff discussing any matter concerning their own employment with their trade union, professional association or legal representative through their own private e-mail.