



St. Cuthbert's RC Primary School

You are unique, talented and loved by God



Social Media Policy

**Revised:
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Head Teacher
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School No. 3300
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Dear Parents and Guardians,

Due to the rising popularity of social networking sites such as Facebook and Twitter, the staff and governors have agreed that they will set a good example to the children in our school, when using these sites.

I have attached a policy that tells you what the staff and governors have agreed and what our promises to the children, parents and guardians are when using social network sites.

I would also like to take this opportunity to remind you that if you have any concerns, issues or comments about school, the staff and I are available to speak to you.

Thank you for your continued support.

Mrs Nicola Noble (Headteacher)

The Headteacher, staff and governors have agreed an approach to the use of Social Networking sites that include the items below. We are now inviting parents to join us in setting a good example for our children.

All parents are invited to join staff in setting a good example for our children by:

- Demonstrating courtesy and respect for staff, other parents and pupils when comments are placed on social networking sites.
- Using appropriate language when discussing school.
- Addressing any issues or concerns regarding school, directly with the Headteacher or other members of staff.

All parents are invited to join staff in setting a good example for our children by not:

- Using social network sites to make derogatory comments or posting photographs which could bring staff into disrepute, including making comments about pupils, parents, other staff members, the senior leadership team, governors, local authority or the wider community.
- Posting photographs of other people's children on social network sites without their permission.

Procedure our school will follow if inappropriate use continues:

St Cuthbert's will always try to deal with concerns raised by parents in a professional and appropriate manner and understands that parents may not always realize when they have used social networking sites inappropriately. Therefore, as a first step, the school will discuss the matter with the parent to try and resolve the matter and to ask that the relevant information be removed from the social networking site in question. If the parent refuses to do this and continues to use social networking sites in a manner St Cuthbert's considers inappropriate, the school will set out any concerns to the parent in writing, requesting any material in question is removed.

- The school may take legal advice.
- Contact the police where it is deemed appropriate.
- Block or Restrict individual access to school website if comments have been made using it.
- Contact the host of the social networking site to ask for removal of the information.

Our promise to school is:

- We will meet with you and use the governor's policies and procedures to resolve concerns.
- We will work hard to resolve any concerns in the best interest of the whole community.
- We will act in the best interest of the whole community and honor our duty of care to our children.

Staff and governor's agreement for using social networking sites.

All staff agree to:

- Demonstrate courtesy and respect for staff, parents and pupils when comments are placed on social networking sites.
- Ensure appropriate language is used in any comments placed on social network sites.
- Ensure that any comments and/or images could not be deemed as defamatory or in breach of any relevant legislation set out in LA or school policies and handbooks.

We agree not to:

- Use social network sites to make derogatory comments which could bring staff into disrepute, including making comments about pupils, parents, other staff members, the senior leadership team, governors, local authority or the wider community.

Our promise to parents is:

- We will meet with them and use the Governing Body policies and procedures to resolve concerns.
- We will work hard to resolve any concerns in the best interest of the whole community.
- We will act in the best interest of the whole community and honor our duty of care to our pupils.
- We will never conduct school business through social network sites.

Guidance/protection for staff on using social networking

- No member of staff should interact with any pupil in the school on social networking sites.
- School staff will not invite, accept or engage in communications with parents or children from the school community in any personal social media whilst in employment at St. Cuthberts.
- 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 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.
- It is illegal for an adult to network, giving their age and status as a child.

For further advice regarding E-Safety and Cyberbullying, please see our E-Safety Policy.

We also have an E-Safety page on our school website.