



John Hampden Primary School and Tetsworth Primary School Social Media Policy

Social Media Policy including Use of Mobile Phones and Digital Photography Policy Social media and social networking sites play an important role in the lives of many youngsters. We recognise that sites bring risks, but equally there are many benefits to be reaped. This document gives clarity to the way in which social media are to be used by pupils and school staff at both John Hampden Primary School and Tetsworth Primary School.

There are five key areas

1. The use of social networking sites by pupils within school.
2. Use of social networking by staff in a personal capacity.
3. Creation of network accounts by staff for use in education.
4. Comments posted by parents/carers.
5. Dealing with incidents of online bullying.

1. The use of social networking sites by pupils within school.

The school's Acceptable Use Policy (AUP) makes it clear to pupils what use of social media is allowed. This states that, 'Social network sites should never be accessed/used within school'. We as a school also discourage it being used at home as the recommended age limits for social media sites are 13 and upwards.

2. Use of social networking by staff in a personal capacity.

It is possible that a high proportion of staff will have their own social networking site accounts. It is important for them to protect their professional reputation by ensuring that they use their personal accounts in an appropriate manner.

Guidelines are issued to staff:

- i. Staff must never add pupils as friends into their personal accounts.
- ii. Staff must not post pictures of school events without the Headteacher's consent.
- iii. Staff must not use social networking sites within lesson times.
- iv. Staff need to use social networking in a way that does not conflict with the current National Teacher's Standards.
- v. Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
- vi. Staff must not post negative comments about the school, pupils, parents or colleagues including Governors.
- vii. Staff should read and comply with 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'.



Inappropriate use by staff should be referred to the Headteacher.

3. Creation of network accounts by staff or anyone associated with the school (i.e. PTFA) for use in education.

All social media services must be approved by the Headteacher in advance of any educational work being undertaken.

4. Comments posted by parents/carers.

Parents and carers will be made aware of their responsibilities regarding their use of social networking. Methods of school communication include the prospectus, the website, newsletters, letters and verbal discussion.

- i. Parents are not expected to post pictures of pupils other than their own children on social networking sites.
- ii. Parents should make complaints through official school channels rather than posting them on social networking sites.
- iii. Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.
- iv. Parents must not create social media accounts which appear to be associated with the school unless approved by the Headteacher i.e. class group pages on Facebook.

5. Dealing with incidents of online bullying

The use of social networking sites to harass, bully or intimidate is completely unacceptable and as a school we have a zero tolerance policy. As a school we will take action if it:

- i. Could have repercussions for the orderly running of the school or
- ii. Poses a threat to another pupil or member of the public or
- iii. Could adversely affect the reputation of the school.

At our schools, we take this bullying as seriously as all other types of bullying and, therefore, will deal with each situation individually. An episode may result in a simple verbal warning. It might result in a parental discussion. Clearly, more serious cases will result in further sanctions including contacting the police if necessary.

6. Use of Mobile Phones and Digital Photography Policy

Children have their photographs taken to provide evidence of their achievements for their development records (The Early Years Foundation Stage, EYFS 2007).

Year groups have access to an iPad and some classes have cameras to take pictures of children undertaking activities. Members of staff can use a personal mobile phone



to photograph children but **must** transfer that image to a school device and delete from their personal device **before the end of that working day**.

Visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of school children for their own records during the school day.

Procedures

- i. Under the data protection act of 1998 school must seek parental consent to take photographs and use video recorders. Photographs will be stored on the school network which is password protected until the school ceases to operate, should this occur then all photographs will be shredded or deleted from the school network.
- ii. The school's digital cameras must not leave the school setting (unless on an educational visit). Photographs are printed in the setting by staff and images are then removed from the camera memory.
- iii. Photographs may be taken during indoor and outdoor play/learning and displayed in school and in albums or in a child's development records for children and parent carers, governors, Ofsted, LA officers (on the password protected area of the school website), to look through.
- iv. Often photographs may contain other children in the background.
- v. Events such as Sports Day, outings, Christmas and fundraising events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending. Parents must not post photographs or video containing other children on social media websites. A verbal reminder will be given by staff at each event.
- vi. On occasion, the school might like to use photographs of children taking part in an activity to advertise/promote the school via the website etc, however in this instance; specific parental permission will be required. This is an opt out option that is renewed at the start of every academic year.
- vii. The use of cameras and mobile phones are prohibited in toilets.
- viii. All school cameras and videos should be kept securely at all times and used with appropriate authority.

Safeguarding of Children - Mobile Phone Policy

The Federated Governing Body of John Hampden Primary School and Tetsworth Primary School understand that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

Ensuring the Safe and Appropriate Use of Mobile Phones



The Federated Governing Body of John Hampden Primary School and Tetsworth Primary School allows staff to bring in mobile phones for their own personal use. However, they must not be used and must be kept out of sight when members of staff are working with children (unless it is being used to record a school activity- see point 6). If staff fail to follow this guidance, this should be reported to the Headteacher who will decide if disciplinary action should be taken.

If staff need to make an emergency call which would mean breaching this policy, they must do so from a school phone or use their mobile phone in the staffroom.

Staff must ensure that there is no inappropriate or illegal content on the device. Mobile phone technology may not be used to take photographs anywhere within the Foundation Stage. There are iPads and iPod touches used within the EYFS setting and only these should be used to record visual information within the consent criteria guidelines of the local authority.

Members of staff may only contact a parent/carer on school approved mobile phones. Personal mobiles **MUST NOT** be used.

When children undertake a school trip or journey, mobile phone used by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only by approved telephones.

Pupils should not use mobile phones within the school grounds. If children are bringing in mobile phones, then this must be handed into the class teacher until the end of the day.

Pupil mobile phones are not permitted on school trips.

Use of Mobile Phones for Volunteers and Visitors:

Volunteers or visitors are NOT permitted to take photographs or recordings of the children without the Headteacher's permission.

This policy was adopted by the School Governors and staff on 14/10/2020

Signed by:

Head teacher

Policy written: Oct 2020

Policy review: Oct 2022