



**Portrush Primary School**  
**Social Networking Policy**  
**January 2018**  
**Revised September 2019**

## **Introduction to the Policy**

The school acknowledges the proliferation of social networking sites available in today's society. Examples included are Facebook, Twitter, Instagram and Snapchat, however the technology, websites and applications are constantly evolving and changing and no policy can predict this ever changing landscape.

The widespread availability and use of social networking applications bring opportunities to understand, engage and communicate with audiences in new ways. It is important that we are able to use these technologies and services effectively and flexibly. However, it is also important to ensure that we balance this with our reputation.

This policy and associated guidance is to protect staff and advise school leadership on how to deal with potential inappropriate use of social networking sites.

For example, our use of social networking applications has implications for our duty to safeguard children, young people and vulnerable adults.

The policy requirements in this document aim to provide this balance to support innovation whilst providing a framework of good practice.

## Purpose

The purpose of this policy is to ensure:

- The safety and security of our pupils;
- That the school is not exposed to legal risks;
- That the reputation of the school is not adversely affected;
- That our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the school.

Facebook is targeted at older teenagers and adults. They have a no under 13 registration policy and recommend parental guidance for 13 to 16 year olds.

The FACEBOOK Statement of Rights and Responsibilities (Last revised 15 November 2013) clearly states, "You will not use Facebook if you are under 13."

It is a parental responsibility to ensure children do not participate on Facebook under the age of thirteen.

Each individual site will have its own guidance and parents should be aware of these.

*This guidance is to advise and protect staff from accusations of improper relationships with pupils:*

## SCOPE

This policy covers the use of social networking applications by all school stakeholders, including, employees, governors and pupils. These groups are referred to collectively as 'school representatives' for brevity.

The requirements of this policy apply to all uses of social networking applications which are used for any school related purpose and regardless of whether the School representatives are contributing in an official capacity to social networking applications provided by external organisations.

Social networking applications include, **but are not limited to:**

- Blogs, for example Blogger

- Online discussion forums, such as netmums.com
- Collaborative spaces, such as Facebook and Seesaw;
- Media sharing services, for example YouTube and Vimeo;
- 'Micro-blogging' applications, for example Twitter

All school representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act (NI) 2007 and other legislation. They must also operate in line with the School's Equality and Diversity Policy.

### **Use of Social networking sites in worktime**

Restricted personal use only during lunch hour and after work

### **Social Networking as part of School Service**

All proposals for using social networking applications as part of a school service (whether they are hosted by the school or by a third party) must be approved by the Head teacher first. In the Autumn of 2017 the school launched a Facebook page. There are presently two administrators of the page, as determined by the Principal. (Presently Mr Guy and Mr Hayes.) As such these administrators may have occasion to use personal mobile devices to capture and publish images. These images will be transferred to school storage at the first opportunity and if applicable, may make use of the 'Microsoft Lens' app.

### **School representatives must adhere to the following Terms of Use.**

The Terms of Use below apply to all uses of social networking applications by all school representatives. This includes, but is not limited to, public facing applications such as open discussion forums and internally-facing uses such as project blogs regardless of whether they are hosted on school network or not.

Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct. Portrush Primary School expects that users of social networking applications will always exercise the right of freedom of expression with due consideration for the rights of others and strictly in accordance with these Terms of

Use.

## **Terms of Use**

### **Social Networking applications**

- Must not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claim for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the school into disrepute;
- Must not be used for the promotion of personal financial interests, commercial ventures or personal campaigns in line with contracts of employment;
- Must not be used in an abusive or hateful manner;
- Must not be used for actions that would put school representatives in breach of school codes of conduct or policies relating to staff.
- Must not breach the school's misconduct, equal opportunities or bullying and harassment policies and all other relevant policies;
- Must not be used to discuss or advise any matters relating to school matters, staff, pupils or parents. However, school does use the Seesaw app to enhance home/school links, reflecting events that take place in school, a journal of learning opportunities etc. This is not a platform for discussion regarding a child.
- No staff member should have a pupil or former pupil under the age of 18 as a 'friend' to share information with;
- Employees should not identify themselves as a representative of the school;
- References should not be made to any staff member, pupil, parent or school activity / event unless prior permission has been obtained and agreed with the Head Teacher;
- Staff should be aware that if their out-of-work activity causes potential embarrassment for the employer or detrimentally affects the employer's reputation then the employer is entitled to take disciplinary action.

Violation of this policy will be considered as gross misconduct and can result in disciplinary action being taken against the employee up to and including termination of employment.

### **Guidance/protection for Staff on using social networking**

- No member of staff should interact with any pupil in the school on social networking sites;

- 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 the school staff should request access to a pupil's area on the social networking site. Neither should they permit the pupil access to the staff member's area, eg. 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. However, it would not be appropriate to network during the working day on school equipment, unless using an agreed app such as 'Seesaw' for school business;
- It is illegal for an adult to network, giving their age and status as a child;
- If you have any evidence of pupils or adults using social networking sites in the working day, please contact the named Child Protection person in school.

### **Guidance/protection for Pupils on using social networking**

No pupil under 13 should be accessing social networking sites. There is a mechanism on Facebook where pupils can be reported via the Help screen; at the time of writing this policy the direct link for this is:

[http://www.facebook.com/help/contact.php?show\\_form=underage](http://www.facebook.com/help/contact.php?show_form=underage)

No pupil may access social networking sites during the school working day

- It would be preferable that no mobile devices are brought to school.
- Parents can contact pupils through the school office;
- Mobile devices are brought to school at your own risk;
- However, if brought to school, all mobile devices must be handed into the office at the beginning of the school day, the Internet capability must be switched off. Failure to follow this guidance will result in a total ban for the pupil using a mobile device;
- It is the responsibility of the pupil to collect the device at the end of the school day. We thank you with your co-operation in this matter.

No pupil should attempt to join a staff member's areas on networking sites. If pupils attempt to do this, the member of staff is to inform the Head teacher. Parents will be informed if this happens.

Only agreed school computer equipment is to be used to access social networking sites at any time of day. (e.g. Minecraft Club started in September 2019-

may be classed as Social Network)

Any attempts to breach firewalls will result in a ban from using school computer equipment other than with close supervision.

Please report any improper contact or cyber bullying to your class teacher in confidence as soon as it happens.

We have a zero tolerance to cyber bullying.

### **Child Protection guidance**

If the head teacher receives a disclosure that an adult employed by the school is using a social networking site in an inappropriate manner as detailed above they should:

- Record the disclosure in line with their child protection policy;
- If the disclosure has come from a parent, take normal steps to calm the parent and explain processes;
- If disclosure comes from a member of staff, try to maintain confidentiality;
- If disclosure is from a child, follow your normal process in your child protection policy until the police investigation has been carried out.

### **Cyber Bullying**

By adopting the limited and controlled use of social networking sites on school premises, Portrush Primary School protects themselves from accusations of complicity in any cyber bullying through the provision of access.

Parents should be clearly aware of the school's policy of access to social networking sites.

Where a disclosure of bullying is made, schools now have the duty to investigate and protect, even where the bullying originates outside the school.

This can be a complex area, and these examples might help:

- \* A child is receiving taunts on Facebook and text from an ex pupil who moved

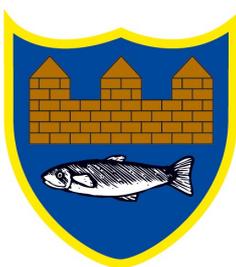
three months ago: This is not a school responsibility, though the school might contact the new school to broker a resolution;

- \* A child is receiving taunts from fellow pupils. It is all at weekends using Facebook. This is the tricky one. The school has a duty of care to investigate and work with the families, as they attend the school. However, they are also fully within their rights to warn all the parents (including the victim) that they are condoning the use of Facebook outside the terms and conditions of the site and that they are expected to ensure that use of the site stops. At any further referral to the school the school could legitimately say that the victims and perpetrators had failed to follow the schools recommendation. They could then deal with residual bullying in the school, but refuse to deal with the social networking issues.

Once disclosure is made, investigation will have to involve the families. This should be dealt with under the school's adopted anti bullying policy.

If parent / carers refuse to engage and bullying continues, it can be referred to the police as harassment.

This guidance can also apply to text and mobile phone cyber bullying.



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