Our Lady Immaculate Catholic Primary School Social Networking Policy

Introduction

Social networking activities conducted online outside work, such as blogging (writing personal journals to publicly accessible internet pages), involvement in social networking sites such as Facebook, Myspace or Twitter, and posting material, images or comments on sites such as You Tube can have a negative effect on an organisation's reputation or image.

In addition, Our Lady Immaculate Catholic Primary School has a firm commitment to safeguarding children in all aspects of its work. This policy has been written to set out the key principles and code of conduct that we expect of all members of staff with respect to their responsibilities in connection with the use of social networking sites.

Key Principles

- Everyone at Our Lady Immaculate Catholic Primary School has a responsibility to ensure that they protect the reputation of the school, and to treat colleagues and members of the school with professionalism and respect.
- It is important to protect everyone at Our Lady Immaculate Catholic Primary from allegations and misinterpretations which can arise from the use of social networking sites.
- Safeguarding children is a key responsibility of all members of staff and it is essential that everyone at considers Our Lady Immaculate Catholic Primary this and acts responsibly if they are using social networking sites out of school. Anyone working in the school either as a paid employee or volunteer must not communicate with pupils past and present via social networking.
- This policy relates to social networking outside work. Blogging and accessing social networking sites at work using school and personal devices equipment is not permitted.
- This policy is not covered by the Chatham House rule and therefore no communications irrespective of their anonymity should be shared that relate to any specific event, protocol, pupil or person at Our Lady Immaculate Catholic Primary School.

Aims

- To set out the key principles and code of conduct expected of all members of staff, governors, Friends and volunteers at Our Lady Immaculate Catholic Primary School with respect to social networking.
- To further safeguard and protect children and staff.

Code of Conduct for Everyone at Our Lady Immaculate Catholic Primary School– Social Networking

The following are **not considered acceptable** at Our Lady Immaculate Catholic Primary School: ·

- The use of the school's name, logo, or any other published material without written prior permission from the Headteacher. This applies to any published material including the internet or written documentation.

- The posting of any communication or images which links the school to any form of illegal conduct or which may damage the reputation of the school. This includes defamatory comments.

- The disclosure of confidential or business-sensitive information; or the disclosure of information or images that could compromise the security of the school.

- The posting of any images of employees, children, governors or anyone directly connected with the school whilst engaged in school activities.

In addition to the above everyone at Our Lady Immaculate Catholic Primary School must ensure that they:

- Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about the school, or anyone at or connected with the school.

- Use social networking sites responsibly and ensure that neither their personal/professional reputation, or the school's reputation is compromised by inappropriate postings.

- Are aware of the potential of on-line identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.

Potential and Actual Breaches of the Code of Conduct

In instances where there has been a breach of the above Code of Conduct, the following will apply:

- Any breaches of this policy will be fully investigated. Where it is found that there has been a breach of the policy this may result in action being taken under the Disciplinary Procedure. A breach of this policy will be considered to be a serious disciplinary offence, contrary to the school's ethos and principles.

- The Governing Body will take appropriate action in order to protect the school's reputation and that of its staff, parents, governors, children and anyone else directly linked to the school.

This document is a statement of the aims, principles and practice at Our Lady Immaculate Catholic Primary School.

The policy will be reviewed every two years by the Governors committee in *September 2016*

In the context of this policy "everyone" refers to members of staff, governors, Friends and anyone working in a voluntary capacity