

Chase View Community Primary School

Policy for the Use of Facebook and other

Social Networking Sites

Aims

The aim of this policy is to set clear guidelines for the use of Facebook and other Social Networking Sites by staff, children and parents.

Introduction

Facebook is a popular Social Networking site www.facebook.com

Facebook is only for users aged 13 and over.

Using Facebook

Staff

Staff are within their rights to use Facebook and we are not, nor would want to be, in a position to prevent staff from using the site. However, we do ask staff adhere to the following rules:

- Under no circumstances should pupils or ex-pupils under the age of 18 be accepted as a friend. Failure to follow this will result in disciplinary action being taken. If a child requests a member of staff as a friend then their parents must be informed and they should be reported to Facebook for being under age.
- Staff are asked to use extreme caution if a parent makes contact through Facebook. In the event of communicating with a parent or adult associated with a child who attends the school, no comments should be made about children, staff or parents.
- If a member of staff is found to be in breach of this rule, then disciplinary action may follow.
- Any statements or status remarks should again not contain any comments about the school, staff, parents or children. If a member of staff is found in breach of this rule, then disciplinary action may follow.
- Staff should not be accessing their account through Smartphone or any other similar device during working hours.

Children

Under no circumstances should children access Facebook in school. The school network system prohibits children from accessing the site but the bypassing of the system or accessing through a mobile phone will result in exclusion.

If any reports are received of children making comments about staff or other children, hard copies will be obtained and the child will be reported immediately to Facebook to have the account cancelled. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer removes such comments immediately and will be asked to attend a meeting with the Headteacher to discuss the breaking of the Home-School Agreement and the possible repercussions of such action.

Parents

Parents must not under any circumstances, access their Facebook accounts whilst assisting on school visits.

If there is evidence to prove that this has happened, then the parent will no longer be used as a helper on subsequent visits.

Parents should also ensure that their children are not using social networking/internet sites in an inappropriate manner. It is expected that parents explain to their children what is appropriate to post online.

Parents are also expected to monitor their children's activity, including in relation to their use of social media.

Inappropriate use of social networking sites by Staff, Children and Parents

Although social networking sites may appear to be the quickest and easiest way to express frustrations or concerns about school (and those associated with it), it is never appropriate to do so.

Where an individual has a concern, this must be made through the appropriate channels by speaking to the class teacher, the Headteacher or Chair of Governors so they can be dealt with fairly, appropriately and effectively for all concerned. (See Complaints Policy)

The school considers the following examples to be inappropriate uses of social networking sites. (This list is non-exhaustive and intended to provide examples only):

- Making allegations about staff or pupils at school or cyber-bullying;
- Making complaints about the school or staff at Chase View;
- Posting negative/offensive comments about specific comments about specific pupils/staff at Chase View;
- Posting racist comments;
- Posting comments that threaten violence.

Procedure the school will follow in inappropriate use continues:

- Take legal advice and/or legal action where the information posted is defamatory in any way or if the circumstances warrant this;
- Set out the school's concerns to you in writing, giving you warning and requesting that the material in question is removed;
- Contact the Police where the school feels it appropriate - for example, if it considers a crime (such as harassment) has been committed; or in cases where the posting has a racial element, is considered to be grossly obscene or is threatening violence;
- If the inappropriate comments have been made on a school forum, the school may take action to block or restrict that individuals access to that website or forum;
- Contact the host/provider of the Social Networking site to complain about the content of the site and ask for removal of the information;
- Take other legal action against the individual.

