Social Networking Policy – A Summary for Parents and Staff - 2013

Below is a summary of the Crossacres Primary Academy Social Networking Policy. More information can be found in the Safeguarding Policy, ICT Policy, Laptop Policy, E-Safety Policy and Child Protection Policy.

- Pupils will not be allowed access to public chat rooms or Newsgroups, such as MSN, Facebook, etc. This is due to concerns that young people may upload content that is inappropriate, offensive or illegal to their online spaces; posting material that could damage their reputations or the reputations of others and the school. The school filtering system will not allow children or staff to access such websites.

- Pupils in Upper KS2 will be taught how to use social networking sites in a safe and socially responsible manner.

- Pupils can write blogs and create their own profiles on the school VLE (Virtual Learning Environment), which is a safe and controlled environment. The safe use of these tools is taught in the Crossacres ICT Curriculum.

- Crossacres is aware that bullying can take place through social networking sites. Crossacres does not tolerate any form of bullying and incidents are referred to the ICT Coordinator and the Headteacher. Parents will be notified.

- The school instructs all teachers to discuss E-Safety with children during ICT sessions. The school also discusses E-Safety during ICT-based assemblies and E-Safety posters are displayed in the ICT suite and around the school. E-Safety is an integral part of the Crossacres ICT Curriculum and is inherent in all planning.

- Pupils are advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real names, addresses, mobile or landline phone numbers, school attended, IM and E-mail addresses, full names of friends, specific interests and clubs etc.

- Pupils are advised not to place personal photos on any social network space at school or outside of school. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location e.g. house number, street name, uniform or school.

- Teachers' official blogs or wikis should be password protected and run from the school website.

- Pupils are not permitted to have mobile phones in school. Staff members are not to use their phones for social networking in school time.

- Members of staff are instructed not to discuss or display details of their workplace on social networking sites and are advised to regularly check who has access to their information.
- Members of staff will not accept friend requests from pupils and have been advised not to accept from children's parents.
- Staff are to ensure that that their privacy settings on any social networking sites are set to the highest possible level. No pictures of children are to be posted and pictures of staff can only be posted with their agreement.
- Staff have a duty to report to the E-Safety Coordinator when this policy is not being adhered to.

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