



## Federation of St Mary's Priory Catholic Infant and Junior Schools

[www.stmarysrcpriory.haringey.sch.uk](http://www.stmarysrcpriory.haringey.sch.uk)

### Social Media Acceptable Use Policy January 2017

#### Introduction

St Mary's Priory recognises that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Acceptable Use Policy** outlines the guidelines and behaviour that users are expected to follow when using school technologies or when using personally owned devices on the school premises.

- Students, parents and teachers are expected to follow the same rules for good behaviour and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- St Mary's Priory makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damage that results from misuse of social media technologies.

We encourage teachers, students, staff and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

**Please do the following:**

### **Use good judgment**

- We expect you to use good judgment in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

### **Be respectful**

- Always treat others in a respectful, positive and considerate manner.

### **Be responsible and ethical**

- If you are approved to represent the school, unless you are specifically authorised to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.

### **Be a good listener**

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do 'talking'.

### **Don't share the following:**

#### **Confidential information**

- Do not publish post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online 'conversations' are never private. Do not use your birth date, address and cell phone number on any public website.

#### **Private and personal information**

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- **NEVER** give out or convey personal information of students, parents or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of the school community members.

## **Please be cautious with respect to:**

### **Images**

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school's website.
- It is generally not acceptable to post pictures of students without the express written consent of their parents.
- Do not post pictures of others (co-workers, etc.) without their permission.

### **Other sites**

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

### **And if you don't get it right...**

- Be sure to correct any mistake you make immediately and make it clear what you've done to fix it.
- Apologise for the mistake if the situation warrants it.
- If it's a key mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimise the impact it may have.

### **Netiquette**

- Users should always use the Internet, network resources and online sites in a courteous and respectful manner.
- Users should also recognise that among the valuable content online is unverified, incorrect or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers or future colleagues or employers to see. Once something is online, it's out there - and can sometimes be shared and spread in ways you never intended.

### **Personal Safety**

If you see a message, comment, image or anything else online that makes you concerned for your personal safety, bring it to the attention of a teacher or immediately if you're using the device at home let a parent know as soon as possible.

- Users should never share personal information, including phone number, address, social security number, birthday or financial information over the Internet without adult permission.
- Users should recognise that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming (Flaming is a hostile and insulting interaction between Internet users, often involving the use of profanity), denigrating, impersonating, tricking, excluding and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting or intimidating someone else.

Engaging in this behaviour or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

### **Examples of Acceptable Use**

I will:

- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat social media carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.

### **Examples of Unacceptable Use**

I will **not**:

- Use social media in a way that could be personally or physically harmful to myself or

others.

- Engage in cyberbullying, harassment or disrespectful conduct toward other staff or students.
- Try to find ways to side step the school's safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom.

### **Limitation of Liability**

St Mary's Priory will not be responsible for damage or harm to persons, files, data or hardware.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of volunteer privileges
- Removal from positions of leadership within St Mary's Priory
- Removal of student from St Mary's Priory
- Additional consequences determined by Administration.

**January 2017**

I have read and understood this Acceptable Use Policy and agree to abide by it:

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(Printed Name)

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(Signature)

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(Date)