**ST JULIE CATHOLIC PRIMARY SCHOOL**

**ECCLESTON**



Internet Social Networking

Websites Policy

Reviewed by Governing Body and staff

Spring term 2018

**ST JULIE CATHOLIC PRIMARY SCHOOL**

**MISSION STATEMENT:**

***A caring, family school where we learn, grow******and walk in the footsteps of Jesus.***

In consequence of our school mission it is a fundamental aim of St. Julie’s to be an inclusive school. To be a school which:-

* Has a sense of community
* Provides equal opportunities
* Offers partnership between school parents and parish
* Reflects upon the teachings of Christ and puts them into practice
* Values all members of the school community
* Its members show respect for themselves and each other
* Is a caring community.

We define an inclusive school as one where…

* Everyone, irrespective of age, gender, ability or disability, race or religion is encouraged and given equal opportunity to participate in the full life of the school,
* All members of the school community are given the opportunity and support to achieve their true potential,
* All members of the school community, and the contributions they make to the life of the school, are valued and where everyone is treated with mutual respect, care and consideration, and
* Everyone feels empowered to play a full an effective role in the school.

**Internet Social Networking Websites**

We acknowledge that social networking has become part of everyday life with many people of all ages using social networking websites on a daily basis.

Many feel that there are valid reasons for exploring the educational benefits of these websites because research shows that the most discussed topics on these websites by young people are those dealing with homework and lessons.

However, school based staff need to be aware that ‘posting’ anything on these social networking websites about themselves, others or their place of work must be prepared for the possibility that anyone could gain access to it. This has been a major factor in identity theft.

In terms of school personnel’s use of social networking and the web, they must be careful what information is posted due to potential security risks.

School personnel should use social networking websites wisely and cautiously and if absolutely necessary bearing in mind they should not jeopardise themselves, others or their place of work. The school will monitor its IT system for inappropriate usage and will take the necessary disciplinary measure if need be.

We believe the following recommendations should be considered if school personnel use social networking websites:

* Use only your name for the profile
* Do not put your date of birth on the profile
* Be wary of what photographs you put online of yourself, family or friends
* Remember you must have their permission to publish
* Make your profiles ‘invite’ only and thus only allow people you trust with certainty to view your information
* Do not post your occupation
* Do not discuss your work or place of work
* Do not place derogatory, defamatory, discriminatory or offensive remarks about the school, work colleagues, parents, pupils, governors or anyone else connected with the school
* Do not divulge confidential information of any form
* Do not publish photographs taken at your work
* Do not discuss your political or religious views
* Be careful what viewpoints you express
* If you do post anything online be mindful of the fact you could lose total control of it
* Be careful of what other people post on your profile. You might be careful but are your friends?

We strongly recommend that school personnel do not use the school’s IT system to access social networking websites.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

**Aims**

* To ensure all school personnel are aware of the dangers of using internet social networking websites
* To ensure that all school personnel use internet social networking websites and cautiously and not jeopardising themselves, others or their place of work
* To work with other schools to share good practice in order to improve this policy

**Responsibility for the Policy and Procedure**

**Role of the Governing Body**

The Governing Body has:

* Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
* Appointed a member of the school personnel to be in charge of the school’s website.
* Responsibility for ensuring that the school complies with all equalities legislation;
* Responsibility for ensuring this policy and all policies are maintained and updated regularly;
* Responsibility for ensuring all policies are made available to parents;
* Nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
* Responsibility for the effective implementation, monitoring and evaluation of this policy

**Role of the Headteacher**

The Headteacher will:

* Ensure all school personnel comply with this policy;
* Take disciplinary action in accordance with the school’s disciplinary policy if any employee breaches this policy;
* Monitor the school website
* Work closely with the link governor;
* Provide leadership and vision in respect of equality;
* Provide guidance, support and training to all staff;
* Monitor the effectiveness of this policy;
* Annually report to the Governing Body on the success and development of this policy

**Role of the Nominated Governor**

The Nominated Governor will:

* Work closely with the Headteacher;
* Ensure this policy and other linked policies are up to date;
* Ensure that everyone connected with the school is aware of this policy;
* Report to the Governing Body every term;
* Annually report to the Governing Body on the success and development of this policy

**Role of School Personnel**

School personnel will:

* Comply with all aspects of this policy
* Not access social networking sites during the school day;
* Not post confidential school information or information about any member of the school personnel on any social networking site;
* Not make reference to the school or anyone connected to it when using any social networking site;
* Not bring the school into disrepute by making any derogatory, defamatory, discriminatory or offensive comments on any social networking site;
* Not make discriminatory or offensive comments about any member of the school personnel on any social networking site;
* Not make contact with parents of pupils via social networking websites;
* Be aware that the Governing Body will take the necessary disciplinary action if any member of the school personnel breaches this policy;
* Implement the school’s equalities policy and schemes;
* Report and deal with all incidents of discrimination;
* Attend appropriate training sessions on equality;
* Report any concerns they have on any aspect of the school community

**Role of Parents/Carers**

Parents/Carers will:

* Be aware of and comply with this policy;
* Not make contact with school personnel via social networking websites;
* Work in partnership with the school;
* Comply with this policy for the benefit of their children;
* Be asked to take part in periodic surveys conducted by the school;
* Support the school Code of Conduct and guidance necessary to ensure smooth running of the school

**Raising Awareness of this Policy**

We will raise awareness of this policy via:

* The Staff Handbook
* Meetings with school personnel
* Reports such as annual report to parents and Headteacher reports to the Governing Body

**Training**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information.

**Monitoring the Effectiveness of the Policy**

The practical application of this policy will be review annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

**Linked Policies**

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| * Anti-Bullying and Anti-Harassment at the Workplace | * Disciplinary Procedure |
| * Grievance Procedure | * Induction of New Staff |
| * School Personnel Code of Conduct | * Parents Code of Conduct for Social Media Use |

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| Headteacher: | Mrs A Hodgson | Date: | February 2018 |
| Chair of Governing Body: | Cllr T Sims | Date: | February 2018 |