Social Media Policy,
Use of Mobile Phones
and Digital Photography Policy

Social media and social networking sites play an important role in the lives of many adults, young people and even children. We recognise that sites bring risks, but equally there have benefits also. This document gives clarity to the way in which social media are to be used by pupils and school staff at St Edward’s Catholic Primary School.

**Key areas of use:**
A. The use of social networking sites by pupils within school.
B. Use of social networking by staff in a personal capacity.
C. Creation of network accounts by staff for use in education.
D. Comments posted by parents/carers.
E. Dealing with incidents of online bullying.

A. **The use of social networking sites by pupils within school.**
Social networking sites should never be accessed/used within school.
If social media sites are used then staff should carry out a risk assessment to determine which tools are appropriate.
The school e-safety policy states sanctions for breaching the policy.

B. **Use of social networking by staff in a personal capacity.**
It is possible that a high proportion of staff will have their own social networking site accounts. It is important for them to protect their professional reputation by ensuring that they use their personal accounts in an appropriate manner.

**Guidelines for staff:**
i. Staff must never add pupils as ‘friends’ into their personal accounts.

ii. Staff should consider very carefully the implications of having parents as ‘friends’. They should not add parents as ‘friends’ - and staff should consider the professional conflict that may exist if they have ‘friends’ who then become parents at our school.

iii. Staff must not post pictures of school events without the Headteacher’s consent.

iv. Staff must not use social networking sites within lesson times.

v. Staff need to use social networking in a way that does not conflict with the current National Teacher’s Standards and this policy.

vi. Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
vii. Staff must not post negative comments about the school, pupils, parents or colleagues including Governors.

viii. Staff should read and comply with 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'.

Inappropriate use by staff should be referred to the Headteacher in the first instance or LADO (Local Authority Designated Officer).

C. Creation of network accounts by staff for use in education.
All social media services must be approved by the Headteacher in advance of any educational work being undertaken.

D. Comments posted by parents/carers.
Parents and carers will be made aware of their responsibilities regarding their use of social networking. Methods of school communication include the prospectus, the website, newsletters, letters and verbal discussion.
   i. Parents should not post pictures of pupils other than their own children on social networking sites.
   ii. Parents should make complaints through official school channels rather than posting them on social networking sites.
   iii. Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.

E. Dealing with incidents of online bullying
Any form of bullying is unacceptable and the use of social networking sites to harass, bully or intimidate would be covered by policy this irrespective of when/where the post was made.

Safeguarding of Children
Use of Mobile Phones and Digital Photography Policy
Children have their photographs taken to provide evidence of their achievements for their development records.
Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of school children.

Procedures
   i. Under the data protection act of 1998 school must seek parental consent to take photographs and use video recorders. Photographs will be stored on the school network which is password protected.
ii. The school’s digital cameras must not leave the school setting (unless on an educational visit). Photographs are printed in the setting by staff and images are then removed from the camera memory.

iii. School IPads will also be used in the school setting and on trips to take pictures. School IPads must not be taken home by staff if they have children’s pictures stored on them.

iv. Photographs may be taken during indoor and outdoor play and learning and displayed in school and in albums or a child’s development records for children and parent carers, governors, OFSTED, LA officers (on the password protected area of the school website), to look through.

v. Often photographs may contain other children in the background.

vi. Events such as Sports Day, outings, Christmas and fundraising events may be recorded by video and photographs by staff only.

vii. On occasion, the school might like to use photographs of children taking part in an activity to advertise/promote the school via the website etc, however in this instance, specific parental permission will be required.

viii. Many mobile phones have inbuilt cameras so staff mobile phones must not be used to take pictures of children in our school. Visitors may only use their phones in the foyer or outside the building and should be challenged if seen using a camera inappropriately or photographing children.

ix. The use of cameras and mobile phones are prohibited in toilets and nappy changing areas.

x. Staff are asked not to make personal calls during their working hours. Urgent telephone calls may be made by staff through the office telephones or their own mobiles if deemed necessary and by arrangement with the Headteacher.

xi. Urgent calls for staff must come through the office and staff will be informed immediately.

xii. All school cameras and IPads should be kept securely at all times and used with appropriate authority.

xiii. Photographs of children may be stored on teacher’s laptops, the Headteacher’s laptop, the Office computer, school IPads and the school secure Google Drive.

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