

St Helen Auckland Community Primary School

Social Networking and Mobile Phone Policy

Use of social networking sites outside of work

Modern Communications technology offers individuals, wherever they are worldwide, the opportunity to exchange information and opinions, to get to know one another and to inform communities. This is clearly a positive development, encouraging debate and better understanding between people. Well known examples of this exciting new media are provided via websites such as Facebook and Myspace.

Used properly, social networking sites such as Facebook are a great away to find old friends, join interest groups and share information. However, all employees, Governors and students of St Helen Auckland Community Primary School should note that anything posted on any social networking site is in the public domain.

It is important for all individuals to be mindful of the effect that statements, pictures or any other form of media which can be accessed by others, may have on the School. These types of statements could either be in print form, photographic or video footage. Any defamatory or damaging statements which refers to or affects our school, its service users, and staff, maybe subject to potential proceedings under civil or criminal law and our own School's regulations.

Advice to staff is therefore to never engage in discussion or other types of exchange using these media regarding any aspect of school life.

What may be considered to be letting off steam about a situation within a working environment can potentially be read by someone who may take offence at the content of a posting. Nothing should be posted on any of these sites about children, families or colleagues. You should be aware that reports from any person, either within or outside St Helen Auckland Community Primary School, citing, incidences of misconduct in this context, will have to be investigated through the available disciplinary procedures (severity of the situation, may result in immediate dismissal). In addition, such misconduct maybe subject to action according to civil or criminal law.

As an employee, Governor or student of our school you have a responsibility to represent the organisation when referring to or acting on our behalf. **Acting in a manner likely to be considered inappropriate maybe considered for potential disciplinary action.**

Please remember like any other media it is important to use it sensibly and with respect for others.

Any child trying to make contact with a member of staff should be reported to the Headteacher immediately. Staff having a parent as a 'friend' is also not recommended.

The Policy of the school also does not allow access to social networking sites through any computer in school.

Use of Mobile Phones in school

Mobile phones belonging to a child should be handed over to a member of the Senior Management Team to be looked after for the day.

Mobile phones belonging to members of staff should be switched off and locked away during working hours. They must never be used for photographing or videoing children or activities in school.

It is the right of every adult working within our school and school community to be kept safe and free from misinterpretation or allegation through the formulation of this policy. It is the responsibility of all adults to ensure it is adhered to and to inform management if any breach of this policy occurs.

I have read and understand the social networking policy of St Helen Auckland Community Primary School.

Signed..... Date

Headteachers signature: _____

Governor signature _____

Date: 1st September 2016