ALDER GRANGE SCHOOL

SECTION H
WELFARE COMMITTEE: SAFEGUARDING

(Governors' Welfare Committee)

F1 .4 SOCIAL MEDIA POLICY

Approved via email by: Governors' Welfare Committee: June   2020
Next Review: June 2021

Person responsible for the monitoring, evaluation and implementation of this document:
Mrs J Griffiths

Social Media Policy – Pupils
This policy outlines guidelines for the use of social media and other internet forums for pupils. This applies to use on school computers, and on personal devices both in and out of school hours.

This policy dovetails and should be read in conjunction with the below school policies:
F10.1 Positive Behaviour for Learning and Personal Achievement
F10.5 Anti Bullying Policy
F1.1 Safeguarding Policy
F1.3 E-Safety
H5.3 Internet Usage Agreement (Pupils and Staff)

To that end, this **Acceptable Use Policy** outlines the guidelines and behaviours that all users are expected to follow.
- Pupils are expected to follow the same rules for good behaviour and respectful conduct online as offline.
- Misuse of social media can result in disciplinary sanctions.

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.

Specifically:
- You must know and follow the school's Behaviour policy and internet usage policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- Always treat others in a respectful, positive and considerate manner online as you would offline.
- Don't share 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- Do not publish, post or release information that is considered confidential or not public.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 mobile phone number on any public website.
- 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 transmit personal information of other pupils or adults.
- Respect brand, trademark, copyright information and/or images of the school.
- It is generally not acceptable to post pictures of other pupils without the expressed written consent of their parents.
- Sending electronically or sharing naked pictures is illegal and even if you send pictures of yourself you risk a criminal record, particularly if you are under 16.
- Pictures shared outside school hours, but of or by pupils, can still be referred to school and school will employ sanctions in line with the behaviour policy if needed.
- 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, Snapchat, Instagram and other tools or social media platforms, be sure to follow their printed terms and conditions.
- 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 MAJOR 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 minimize the impact it may have.
- 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/share anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended. You may also unknowingly be breaking the law.
- If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, or the safety of another pupil, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.
- Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, 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. Using social media to be racist, homophobic or sexist or to share views of others who express these views is unacceptable, even outside of school hours, and sanctions will be employed in line with the school behaviour policy. Cyberbullying will be treated in the same way as bullying in person. This applies to comments made about pupils and/or staff.
- Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary sanctions and loss of ICT privileges. In some cases, cyberbullying can be a crime. We will refer to the Police if needed, and work with them to agree sanctions. Remember that your activities are monitored and retained by others.
- School staff are not allowed to message or 'friend' pupils on social media whilst they are on roll and for 5 years after they have left. Pupils should report any concerns they have related to this in school.

- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.