

Social Media Policy

Written By	Director of IT Systems, Data and Compliance
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ISI Codes NMS	

A social networking site is any website which enables its users to create profiles, form relationships and share information with other users. It also includes sites which have online discussion forums, chat-rooms, media posting sites, blogs and any other social space online. It includes but is not limited to, sites such as Facebook, Instagram, SnapChat, Bebo, Ping, Twitter and Wikipedia.

This policy applies to the use of social media for both business and personal purposes, whether during School hours or otherwise. The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to members of staff or any other IT equipment.

Breach of this policy may result in disciplinary action up to and including dismissal. Disciplinary action may be taken regardless of whether the breach is committed during working hours, and regardless of whether our equipment or facilities are used for the purpose of committing the breach.

Any member of staff suspected of committing a breach of this policy will be required to co-operate with our investigation, which may involve handing over relevant passwords and login details so far as this is consistent with the right of an individual to private and family life.

Staff may be required to remove internet postings which are deemed to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

Implementation of the Policy

The Headmaster has overall responsibility for the effective operation of this policy but has delegated day to day responsibility for its operation to the Director of IT Systems, Data and Compliance.

All Heads of Departments, teachers and members of the Sherborne Prep community have a specific responsibility for operating within the boundaries of this policy, ensuring that all staff understand the standards of behaviour expected of them and if necessary enforcing this policy by taking action when behaviour falls below its requirements.

All staff are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media should be reported to the Director of IT Systems, Data and Compliance. Questions regarding the content or application of this policy should be directed to the Director of IT Systems, Data and Compliance.

Relationship with other school policies

If an internet post would breach any of our policies in another forum it will also breach them in an online forum. For example, staff are prohibited from using social media to:

- ✓ breach our obligations with respect to the rules of relevant regulatory bodies.
- ✓ breach any obligations they may have relating to confidentiality.
- ✓ breach our Disciplinary Rules.
- ✓ defame or disparage the School or our affiliates, parents, staff, pupils, business partners, suppliers, vendors or other stakeholders.
- ✓ harass or bully other staff in any way or breach our Anti-harassment and bullying policy;
- ✓ unlawfully discriminate against other staff or third parties or breach our Equal Opportunities policy.
- ✓ breach our GDPR Data Protection policy (for example, never disclose personal information about a colleague, pupil or parent online).
- ✓ breach any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements).

Behaviour online can be permanent and so staff must be extra cautious about what they say as it can be harder to retract.

Staff must also be aware of the particular risks to internet security that social media presents and so to comply with the existing School policy on [internet security] must take any extra measures necessary not allow any of their actions on social media sites to create vulnerability to any School systems.

Staff who breach any of the above policies will be subject to disciplinary action up to and including termination of employment.

Responsible use of social media

Staff must be aware that their role comes with particular responsibilities and they must adhere to the School's strict approach to social media.

Staff must:

- ✓ ensure that wherever possible their privacy settings on social media sites are set so that pupils cannot access information relating to their personal lives.
- ✓ obtain the prior written approval of the Headmaster, to the wording of any personal profile which you intend to create where the School is named or mentioned on a social networking site.
- ✓ seek approval from the Head before they speak about or make any comments on behalf of the School on the internet or through any social networking site.
- ✓ report to their Line Manager immediately if they see any information on the internet or on social networking sites that disparages or reflects poorly on the School.
- ✓ immediately remove any internet postings which are deemed by the School to constitute a breach of this or any other School policy.
- ✓ weigh whether a particular posting puts their effectiveness as a teacher at risk.
- ✓ post only what they want the world to see.

Staff must not:

- ✓ provide references for other individuals, on social or professional networking sites, as such references whether positive or negative can be attributed to the school and create legal liability for both the author of the reference and the school.
- ✓ post or publish on the internet or on any social networking site, any reference to the School, your colleagues, parents or pupils.
- ✓ use commentary deemed to be defamatory, obscene, proprietary, or libellous. Staff must exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations.
- ✓ discuss pupils or colleagues or publicly criticise the School or staff.
- ✓ post images that include pupils.
- ✓ initiate friendships with pupils on any personal social network sites.
- ✓ accept pupils as friends on any such sites; staff must decline any pupil-initiated friend requests.
- ✓ use social networking sites as part of the educational process e.g. as a way of reminding pupils about essay titles and deadlines.

Personal use of social media

Personal use of social media is never permitted or by means of our computers, networks and other IT resources and communications systems unless this is in using the School's own social media portals.

The monitoring of social media

The contents of our IT resources and communications systems are our property.

Therefore, staff should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on our electronic information and communications systems.

We reserve the right to monitor, intercept and review, without further notice, staff activities using our IT resources and communications systems, including but not limited to social media postings and activities, to ensure that our rules are being complied with and for legitimate business purposes and you consent to such monitoring by your use of such resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies. Logs and reports are stored within the Smoothwall system.

We may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time in line with our data retention schedule.

Do not use our IT resources and communications systems for any matter that you wish to be kept private or confidential from the organisation.

Social media and the end of employment

If a member of staff's employment with our School should end, for whatever reason, any personal profiles on social networking sites should be immediately amended to reflect the fact that you are no longer employed or associated with our School.

All professional contacts that a member of staff has made through their course of employment with us belong to our School, regardless of whether or not the member of staff has made social media connections with them.

The use of YouTube

What is YouTube?

YouTube is a site that allows users to upload and share original videos. It's a popular place to go to see the latest internet video.

The majority of videos show concert footage, sporting events, commercial video, advertisements and homemade movies. Posting video is simple, and directions are available right on the site.

How to Use YouTube at Sherborne Preparatory School

The school applies the YouTube educational filtering tool to filter content for all pupils. This is used along with the school Internet filtering system and Firewall called Smoothwall.

Some videos do not violate YouTube's filtering policies but may not be appropriate for all audiences.

In these cases, YouTube attempts to place age restrictive warnings on their content but it is important that staff members check the content of a video before showing this to pupils.

When evaluating whether content is appropriate for all ages, YouTube consider:

- Vulgar language
- Violence and disturbing imagery
- Nudity and sexually suggestive content
- Portrayal of harmful or dangerous activities

The main rules for all are:

- ✓ **Always view the video before showing to your class in order to determine if it is age appropriate. This will include any of the 4 criteria listed above.**
- ✓ **Do not show any age restricted material**
- ✓ **Do not allow children under the age of 13 to subscribe**
- ✓ **YouTube is an excellent teaching resource, provided that it is used appropriately.**

Internal Telephones

Telephones act as one of the main forms of communication between the staff and the community.

Telephones are situated throughout the school so that staff can access them easily.

A telephone is accessible in each of the managerial offices and subject departments.

A school answerphone is established so that the community can access important information instantly and leave messages for staff and be able to access departments directly via an automatic extension system.

Newspapers

The School takes delivery of two copies of The Times and one copy of the Telegraph daily. A copy of the Times and Telegraph are placed in the staff room and Library for staff and pupil use

The Times Educational Supplement and the Western Gazette are delivered weekly and placed in the staffroom

The Week is delivered on a weekly basis and staff are given the opportunity to subscribe to their own personal copy of this through the school's discount system

Various other publications are delivered to the school via subject departments. Some are available in the library or in classrooms and details are given in departmental documentation