



23rd Feb 17

Keeping our School Happy and Safe: Use of Social Media Code of Conduct

Saint Malachy's Primary School, Glencull is committed to ensuring that the school remains a safe and happy place for all members of the school community and will move swiftly to ensure that no negative behaviour, either in person, or online undermines this purpose.

We also understand that social media has many benefits in terms of raising the profile of the school in the community, celebrating the achievements and enabling everyone to get an insight into life at Saint Malachy's P.S. Glencull.

We will use videos/photographs/recording created through school activities as content for our Website, Facebook, Whats App, Twitter and other social media to showcase what our school is about and what we have to offer. Permission will be sought from parents/guardians in term one every year for use of photographic images etc. in this manner. None return of this permission slip will constitute agreement with these terms.

Our intent is to grow our school via the medium of social media. We ask that the Glencull community accentuates the positives and brings to everyone's attention all the little things that make our school unique and special. We wish for our social media page to be used to build community spirit.

Our school is a "listening school" so any worries or concerns you have about your child or the school should be spoken about face to face with staff in school. Children should not have access to this site as Facebook does not allow users under the age of 13.

This is a moderated group and the school reserves the right to remove any posting without warning. In the event that anyone is found to be posting libellous or defamatory comments on any social networking site, they will be reported to the "Report Abuse" section of the site. All social network sites have clear rules about the content which can be posted on the site and they have robust mechanisms to report contact or activity which breaches this. The school will also expect that the comment will be removed immediately.

Do's and Don'ts

We have created a simple list of do's and don'ts to help you use this resource correctly.

Do:

- **Be positive**- We want to celebrate the greatness of our school and community with others.
- **Use good judgement**-Regardless of your privacy settings, assume that all the information you have shared on your social media is public information.
- **Be Respectful**-Saint Malachy's P.S, Glencull has a responsibility to ensure that all members of the school community, be it staff, children or parents are treated with respect at all times. You cannot see a smile or understand the nuances of speech on social media. Please keep the tone of your comments positive and respectful. "Praise loudly and publicly. Criticise softly and privately."
 - **Be Responsible and Ethical**-Unless you are specifically chosen to speak on behalf of the school as a spokesperson, you should state that the views expressed in your posting are your own. If you have a worry or concern about your child you need to use the proper channels to communicate this, which means speaking to your child's class teacher in the first instance.

Don't:

- **Use this as a forum** to ask other parents about happenings at school:
E.g. Is swimming on tomorrow?
- This sends out negative connotations about the school's communication with you. If you are unsure about something, contact the school by phone or via email
- **Never talk about personal schedules or situations.** NEVER transmit personal information about pupils, parents or staff-Always respect the privacy of the school community members.
- **Please do not "friend" school staff** or be offended if a friend request is turned down. Staff are subject to an acceptable use policy and professional boundaries which places restrictions on social media use.
- **Post Images/Photos/Videos**-It is not acceptable to post pictures of children without parents/school consent.

Posts will be removed if they are:

- Personal attacks (deemed libellous, profane, defamatory, disparaging, hateful, harassing, threatening or obscene)
- Break the law
- Fraudulent, deceptive or misleading

Saint Malachy's P.S reserves the right to suspend any user from interacting with its social media accounts for breaches of this code of conduct without any notice or explanation.

We are very proud of our school and this is an opportunity for us to showcase what our school is about and what we have to offer in Glencull.

23rd Feb 17 to be reviewed Jan 19

Principal _____

Chair: _____