

BUNSCOIL GASÚR NA  
CROISE NAOFA



Holy Cross Boys' Primary School

# Social Media Policy

(Including mobile phone usage)

## *Social Media Policy*

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## 1. Introduction

- 1.1. Social networking activities conducted online outside on sites such as - Facebook, Twitter, Myspace, Snapchat, Instagram, Whatsapp or Bebo and posting material, images or comments on sites such as You Tube, can have a negative effect on the school's reputation or image. In addition, Holy Cross Boys' Primary School has a firm commitment to safeguarding the children in all aspects of its work.
- 1.2. This policy has been written to set out the key principles and code of conduct that we expect of all members of staff and school representatives with respect to their responsibilities in connection with the use of social networking sites specifically.

## 2. Key Principles

- 2.1. Everyone associated with Holy Cross Boys' has a responsibility to ensure that they protect the reputation of the school and to treat staff and members of the school with professionalism and respect.
- 2.2. It is important to protect everyone at Holy Cross Boys' Primary School from allegations and misinterpretations, which can arise from the use of social networking sites.
- 2.3. Safeguarding children is a key responsibility of the Governors and all members of staff. Therefore, it is essential that anyone associated with Holy Cross Boys' Primary School considers this and acts responsibly if they are using social networking sites. Anyone working in the school, either as a paid employee or volunteer, must NOT communicate with children via social networking.
- 2.4. Please note that Twitter and Facebook's terms and conditions state that children under the age of 13 are not allowed to have a Facebook account. It is the parent's responsibility to ensure that children at Holy Cross Boys' Primary School do not use Facebook.
- 2.5. If staff, Governors or volunteers are signed up to a social networking site such as Facebook that is completely their right, however, as members of staff working in a professional context, they need to be careful about what they share and with whom. Comments shared between 'friends' on Social Networking sites could lead to a potential conflict of interest, which could mean staff are in breach of their contract.

### **3. Social Media Code of Conduct – Unacceptable Behaviours**

- 3.1. The setting up of a Facebook or social network site account in the name of Holy Cross Boys' Primary School.
- 3.2. The posting of any communication or images which links the school to any form of illegal conduct or which may damage the reputation of the school. This includes defamatory comments.
- 3.3. The disclosure of confidential or business-sensitive information; or the disclosure of information or images that could compromise the security of the school or confidentiality.
- 3.4. The posting of any photographic images of employees, children, Governors or anyone directly connected with the school whilst engaged in school activities or without that persons express permission.
- 3.5. Information about children or staff or anything else to do with the school should not be shared on Facebook or other sites.
- 3.6. Parents are NOT permitted to contact members of staff regarding any pupil related matters via social networking. The same applies to all staff and Governors within the school.

### **4. Social Media Code of Conduct – Child Protection**

- 4.1. No member of staff should interact with any pupil in the school on social networking sites
- 4.2. This means that no member of the school staff should request access to a pupil's area on the social networking site. Neither should they permit the pupil access to the staff members' area e.g. by accepting them as a friend.
- 4.3. Where family and friends have pupils in school and there are legitimate family links, please inform the school in writing.
- 4.4. It is illegal for an adult to network, giving their age and status as a child.
- 4.5. If you have any evidence of pupils or adults using social networking sites in the working day, please contact the named Child Protection person in school.

## **5. Mobile Phone Usage**

- 5.1 Mobile phones are not permitted on school grounds by any pupil unless special permission has been sought. In an exceptional circumstance where permission has been granted for a pupil to bring a mobile device into school, the device in question must be surrendered to either the classroom teacher or the Principal on arrival and will be available for collection at the end of the school day.
- 5.2 Any pupil that fails to declare that they have brought a mobile phone or device onto school premises will be subject to the sanctions outlined in the school Discipline Policy.
- 5.3 The mobile phone or device will be confiscated and will be locked securely in the Principal's office. A meeting will then be arranged for a parent/ guardian to meet with the Principal/Vice-Principal and to collect the device.

## **6. Breaches of Code of Conduct**

- 6.1. Any and all breaches of this policy will be fully investigated initially by the Principal and, if necessary, referred to the Board of Governors.
- 6.2. A breach of this policy by staff and /or Governors will be considered to be a serious disciplinary offence, which is also contrary to the school's ethos and principles.
- 6.3. Where it is found that there has been a breach of the policy, this will result in action being taken under the Disciplinary Procedure.
- 6.4. The Governing Body will take appropriate action in order to protect the school's reputation and that of its staff, parents, Governors, children and anyone else directly linked to the school.

## **7. Monitoring of School's Policy and Practice**

- 7.1. This policy will be reviewed in the last term of 2020/21 and every two years thereafter.
- 7.2. The Social Networking Policy was agreed by the governing body.

Ratified by Board of Governors: April 2021

Review date: April 2023