



ST FRANCIS SCHOOL

SOCIAL MEDIA POLICY (I8)

1. Introduction

- 1.1 The aim of this policy is to allow the St Francis School community to use Social Media in the best possible way to protect our children, to promote the school and to communicate with parents.
- 1.2 This policy applies to the use of all social media platforms, including, but not limited to: Twitter, Facebook and Instagram.
- 1.3 This policy should be read alongside our 'Photography and Digital Images of Children' policy, Staff ICT Use policy (Including Bring Your Own Device Policy For Staff and Visitors) and E-Safety Policy.

2. Parents with children at St Francis School

- 2.2 Do not post photos, videos or comments that include other children at the school unless you have permission to do so; however feel free to share content from the official St Francis School social media accounts.
- 2.3 Please continue to raise queries, concerns or complaints directly with the school rather than posting them on social media. This applies to the school's pages, your own pages or any closed groups.
- 2.4 Please be aware that social media is a public forum, so do not post anything you would not say publicly about the school or about any member of the school community.
- 2.5 If your children are old enough to use social media and you are happy with them doing so, be aware of what they are doing and support our policy for pupils, detailed in section four of this document. There is useful information on how to ensure children can use the internet and related technologies safely in our E-Safety Policy.

3. St Francis School Staff

- 3.1 You are required to support section four of this Social Media policy for pupils, read the Photography, Video and Digital Images of Children policy, E-Safety policy, Staff ICT Use policy (Including Bring Your Own Device Policy For Staff and Visitors) and to sign the Staff Information Systems Code of Conduct.
- 3.2 Do not accept friend requests from current pupils, or former pupils under the age of 18.
- 3.3 Notify the parents if a pupil sends you a friend request or contacts you on social media.
- 3.4 To protect your privacy, we recommend you use the highest privacy settings possible.

- 3.5 Use extreme caution when corresponding with parents via social media; for all school matters please use your school email address instead.
- 3.6 Please be aware that social media is a public forum. Do not post anything which would bring the school into disrepute, or that you would not say publicly as a teaching professional (or other employee of St Francis), about the school or about any member of the school community.
- 3.7 Unless you are authorised to do so by the Headmaster, do not post your own content (including photographs or video) about St Francis School, pupils or other staff members on the school social media accounts; however feel free to share content from the official St Francis School social media accounts.
- 3.8 Do not use social media on school devices, unless you are authorised to do so on behalf of St Francis School by the Headmaster or ICT Network Manager.

4. St Francis School Pupils

- 4.1 This policy is not intended to encourage our pupils to use social media.
- 4.2 Pupils should only be using social networking sites once they are above the permitted age, which is 13 for most sites including Facebook, Twitter and Instagram.
- 4.3 If pupils are old enough to use social media at home, it is advisable that they tell their parents what they are doing and when they are online.
- 4.5 Pupils should be aware of how to report abuse and inappropriate content. If in any doubt, please speak to a parent or teacher. There is advice for pupils, parents and staff in the E-Safety Policy.
- 4.6 As stated in the school’s ‘Photography and Digital Images of Children’ policy, pupils are not allowed to bring mobile phones or wearable devices to school. Pupils are not allowed to use social media on school devices while at school or on school trips.
- 4.7 Pupils should not interact with St Francis School staff on social media. Staff cannot be ‘friends’ with pupils or contact them on social media.
- 4.8 Social media is a public forum; anything you post may be there forever and is part of your digital footprint. Pupils should not make inappropriate comments (including in private messages) about school, teachers or other children.

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