

## ***Cregagh Primary School***



# **Code of Conduct regarding the Use of Social Media**

**(This policy forms part of our Safeguarding procedures, policy & protocols)**

### ***This Code of Conduct applies to everyone within our school community***

**Safeguarding and Child Protection is a key responsibility for everyone within our school community. An increasingly important aspect of Safeguarding and Child Protection concerns our use of social media. Below is a 'Code of Conduct regarding the Use of Social Media' that we expect all members of the school community (children, parents, staff, governors and all regular visitors) to adhere to.**

**All online communications regarding the school are to be transparent and open to scrutiny. The Board of Governors will take appropriate action to ensure the safety and security of those within the school community and to protect the school's reputation. Any breaches of this 'Code of Conduct' will be fully and rigorously investigated by the Board of Governors and, where appropriate, legal advice may be sought.**

1 When using social media everyone has a responsibility to treat others within the school community with respect. Individuals must not make any derogatory, defamatory, rude, threatening or inappropriate comments about anyone connected to the school. Offensive language should not be used.

2 There must not be any postings on social media that links the school to any form of illegal conduct or which might damage the reputation of the school.

3 Confidential information regarding anyone within the school community must not be posted online. In relation to specific school activities, personal contact details including email addresses, home or mobile telephone numbers must not be made available online unless this has been agreed with the Principal.

4 Photographs or video clips of children completing activities in school must not be posted on social media by parents or children without the permission of the Principal.

5 The school's name, logo or documents must not be posted online without the permission of the Principal.

6 Messages that compromise the security of the school premises must not be posted online.

7 Where images or video clips of children are posted on the school website, distributed through school ParentMail or other online facility endorsed by the school, the names of the children will not be provided. Similarly, parents should not identify children by either directly naming them or indirectly, by commenting on specific school posts. The school reserves the right to restrict anyone's access to its social media outlets who disregard these safety measures.

8 Parents are responsible for their children's use of social media outside of school. They should be aware of the age restrictions regarding particular forms of social media, for example, Snapchat, Instagram, Facebook and Whatsapp state clearly that their registered users should be at least 13 years of age.

9 Social media sites should be set as 'Private' and children must not be listed as approved contacts.

10 Staff or volunteers working in the school must not use social media to communicate directly with children who attend the school.

11 Staff must not use school ICT equipment to use social media without the permission of the Principal.

12 Please note that this 'Code of Conduct' is part of the school's wider 'e-Safety Policy'.