Social Media Policy - Students

Key Document details:

Author:	Ryan Green	**Approver:**	COO
Owner:	Ryan Green	**Version No.:**	3.0
Date:	01/01/2022	**Next review:**	Annual
Ratified:	01/01/2022		

1. Introduction

1.1. Statement

The policy is required to ensure students have a group of rules to follow when using social media across numerous platforms and services. This will help keep them safe and raise awareness of the risks involved.

1.2. Aim and purpose

This policy supports members of the schools community to engage in social media in a positive, safe and responsible manner. Examples of social media may include blogs, wikis, social networking, forums, bulletin boards, multiplayer online gaming, apps, video/photo sharing sites, chatrooms, instant messenger and many others. This policy also specifically covers use of YouTube.

1.3. Who it applies too

This policy applies to all pupils, students and young people at the school and their parents and carers.

2. Policy

2.1. Description

This policy outlines the rules of using social media for all students across the MAT.

- Personal publishing on social media sites will be taught to students via the computing and PSHE curriculum as part of an embedded and progress education approach.
- Safe Social Media skills will be taught to students via age appropriate sites that have been risk assessed and approved as suitable for educational purposes. Parents will be informed of any official social media use with students and official activity will be moderated by the school where possible.
- The school will control students and staff access to social media and social networking sites whilst on site and using school provided devices and systems.
- Any concerns regarding the online conduct of any member of the schools community on social media sites should be reported to the school leadership team and will be managed in accordance with existing school policies such as bullying, allegations against staff, behavior and safeguarding/child protection.
- Students will be advised on appropriate security on social media sites and will be encouraged to use safe and passwords, deny access to unknown individuals and be supported in learning how to block and report unwanted communications.

2.2. Permissive / non permissive

- The use of social networking applications during school hours for personal use is not permitted unless otherwise agreed by the school principal.
- All members of the school community are advised not to publish specific and detailed

private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.

- The school is aware that many popular social media sites state that they are not for children under the age of 13, therefore the school will not create accounts within school specifically for children under this age.
- Any concerns regarding students' use of social networking, social media and personal publishing sites (in or out of school) will be dealt with in accordance with existing school policies and will be raised with their parents/carers, particularly when concerning any underage use of sites.
- Safe and responsible use of social media sites will be outlined for students and their parents as part of the school Acceptable Use Policy.
- Students will be advised to consider the risks of sharing personal details of any kind on social media sites which may identify them and their location. Examples would include full name, address, mobile or landline phone numbers, school attended, Instant messenger contact details, email addresses, full names of friends and family, specific interests and clubs etc.
- Students will be advised not to meet any online friends without a parent/carer or other responsible adult being present.
- Students will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by protecting profiles or making them private.

YouTube Policy

The default policy for The White Horse Federation is that YouTube can be used within our school sites however, the decision to remove this locally can be made by the Principal of the school (see 3.3).

2.3. Compliance

Any breaches of school policy may result in criminal, disciplinary or civil action being taken. This will depend upon the age of those involved and the circumstances of the wrong committed. Action taken will be in accordance with the ICT Misuse policy.

3. Key steps in the process

3.1. Roles and responsibilities

The roles and responsibilities for this policy are detailed in depth on the E-Safety and Online Safeguarding policy.

3.2. Procedures

Any concerns regarding the online conduct of any member of the schools community on social media sites should be reported to the school leadership team and will be managed in accordance with existing school policies such as bullying, allegations against staff, behavior, ICT Misuse and safeguarding/child protection.

3.3. Local conditions statement

In some circumstances, local conditions mean that delivery will require local specific changes in the procedures. However the core essence of the policy must be followed.

Please highlight below any school specific policy changes, this must be signed by the principal of the school and they're responsible for this change in policy guidelines.

School Social Media Policy
The use of social media for personal use is (highlight in bold as required):

    A.   Permitted during school hours
    B.   Permitted during breaks and lunch periods
    C.   Not permitted

School YouTube Policy (please highlight in bold as required):

    A.   The use of YouTube is allowed (default)
    B.   The use of YouTube is not allowed

School Name: _____

Principal Name: _____

Signature: _____

Date: _____/ _____/ _____