

## NOTRE DAME HIGH SCHOOL



### STUDENT SOCIAL MEDIA POLICY

Social media sites play an important role in the lives of many people, including students.

Notre Dame High School recognises that social networking can bring many benefits such as the following;



- Communicating information with friends and family.
- Capturing and sharing happy and funny life moments with friends and family.
- Making new friends.
- Sharing achievements such as winning or participating in competitions.
- Accessing and researching information.

However social media sites can also bring potential risks.

The aim of this Social Media Policy is to make it clear the way in which social media sites are to be used by the Notre Dame High School students.

All students of the school community should understand that information they share through social media and networks, even if it is on private spaces, is still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006, and UK libel and defamation laws.

#### 1) The use of social media sites by pupils whilst at school

1.1 Pupils should not access social networking sites whilst at school. This includes sites such as the following;

- Instagram
- Snapchat
- Twitter
- Facebook

(The above are few examples)

1.2 You should not try to logon on using the school computers or any school owned equipment to access social networking sites.

1.3 You should not try to use the school Wi-Fi to access social networking sites.

2) The use of camera whilst at school

2.1 Pupils should not take any images or videos of anyone or thing whilst on the school site. Unless they have specific permission from a Teacher.

2.2 Pupils should not upload any images or videos onto social media sites.

This will break the school rules and you could be suspended or permanently excluded.

If you have no permission taking images and videos of someone or something you are not only breaking school rules but also the law.

The laws you are breaking are the following;

Copyright, Data Protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006, and UK libel and defamation laws

3) Communicating with staff members

3.1 You are not allowed to communicate or form online friendships with any staff member on any social media sites.

(Staff means – Teacher – Support Staff – Cleaners- Dinner Staff- Caretakers)

4) Creation of social media accounts and comments posted by students on social media sites

If you have your own social media account such as YouTube channel/blog/Twitter Account/Snap-Chat Account/Instagram Account:

4.1 You are not allowed to post images (photos and videos) of pupils and staff Social media sites unless you have their permission.

4.2 You are not allowed to comment or post anything which could be offensive/upsetting towards the school community.

4.3 You are not allowed to make offensive comments on posts/images/ videos somebody else has created or uploaded.

5) Dealing with incidents of online (cyber) bullying

5.1 There are four UK Laws that cover the use of Internet technology in relation to bullying.

These are the following;

- Protection from Harassment Act 1997
- Defamation Act 2013
- Malicious Communications Act 1988
- Communications Act 2003

5.2 All cases of online bullying will be dealt with using the school's Anti-Bullying policy. The school can take action with reference to any incident that takes place outside school hours if it:

- Could have repercussions for the orderly running of the school
- Poses a threat to a member of the school community
- Could adversely affect the reputation of the school, or its employees/governors

Where appropriate, legal action will be taken by the school's governors.

6) Using your own Mobile Device and Mobile Data to access social media sites

6.1 You are not allowed to use your own device and mobile data to access social media sites during lesson time unless you have permission from teachers.

**Review Date:** Sept 2020

**Next review:** Sept 2023

**Review** Governors Curriculum and Welfare Committee

**Mechanism:**