

# Great Smeaton Academy Primary School

## Policy for the Use of Facebook and other Social Networking Sites

### Aims

The aim of this policy is to set clear guidelines for the use of Facebook and other Social Networking Sites by staff, children and parents.

### Introduction

Facebook is a popular Social Networking site: [www.facebook.com](http://www.facebook.com)

Facebook is only for users aged 13 or over, however, it is very easy for young people (or indeed adults) to enter an incorrect date of birth or false information to open an account.

### Using Facebook

#### Staff

Staff are within their rights to use Facebook and we are not, nor would not want to be, in a position to prevent staff from using the site. However, we do ask that staff adhere to the following rules:

- Under no circumstances should pupils or ex-pupils under the age of 18 be accepted as a friend. Failure to follow this will result in disciplinary action being taken. If a child requests a member of staff as a friend then their parents must be informed and they should be reported to Facebook for being under age.
- Staff are asked to use extreme caution if a parent makes contact through Facebook. In the event of communicating with a parent or adult associated with a child who attends the school, no comments should be made about children, staff or parents. If a member of staff is found in breach of this rule then disciplinary action may follow.
- Any statements or status remarks should again not contain any comments about the school, staff, parents or children. If a member of staff is found in breach of this rule then disciplinary action may follow.
- Staff should not be accessing their account through Smartphone or any other similar device during working hours.

#### Children

Under no circumstances should children access Facebook in school. The school network system prohibits children from accessing the site but the bypassing of the system or accessing through a mobile phone will result in exclusion.

If any reports are received of children making comments about staff or other children, hard copies will be obtained and the child will be reported immediately to Facebook to have any account cancelled. The parents/carers of the child will also be notified. If the comment is about a member of staff a referral will be made to the School's legal services.

#### Parents

If hard copies of inappropriate comments about members of staff or other children within school are received then the matter will be referred to the School's legal services and subsequent action will follow.

Parents must not, under any circumstances, access their Facebook accounts whilst assisting on school visits. If there is evidence to prove that this has happened then the parent will no longer be used as a helper on subsequent visits.

This Policy has been reviewed and remains in place until reviewed September 2016