

Social Media Policy



Proverbs 18:15

An intelligent heart acquires knowledge and the ear of the wise seeks knowledge.

The Governors are committed to supporting the school in its endeavours and to ensuring that this policy is achieved in the light of its vision,

Derby Cathedral School is a community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core. Underpinning and permeating our community are fundamental Christian values, of which we are proud. In line with the teachings of the Church of England we ask; "for individuals to be the best they can be".

We ask that all stakeholders of Derby Cathedral School uphold this philosophy through
their ACTIONS,
their ASPIRATIONS,
and their ACHIEVEMENTS.

Through our curriculum, our enrichment opportunities, our pastoral House programme, our guidance and our role modelling, we aim to enable all members of our community to fulfill and exceed their potential.

Policy Status	Date	Chair of Governors	Review Date
Approved by LGB	17/10/2019		Autumn Term 20

Social Media Policy Agreement Form

The following document sets out the conditions under which you, the **Teacher/Governor/Staff Member/Volunteer**, will accept the terms set out in Derby Cathedral School's **Social Media Policy**.

The policy exists to minimise the risks associated with social media and to ensure all communications within, relating to, or implicating the school are appropriate. We expect employees and school affiliates to agree with the reasons behind, and adhere to, every section of the **Social Media Policy**.

Employees' and parents' improper use of social media has the potential to put at risk the safeguarding of our pupils, professional standing of our teachers, our confidential information, our reputation, and can jeopardise our compliance with legal obligations.

Under this agreement the school will:

- Ensure the safety and wellbeing of its pupils and staff is protected at all times.
- Ensure that anyone connected with the school has all the relevant information/support/training with regard to social media to ensure it is used responsibly, safely and in compliance with legislation.
- Always adhere to the latest legislation and laws regarding social media (involving authorities if required), in addition to enforcing its own rules and regulations.
- Uphold its core values and ethos.
- Take disciplinary action, if necessary, against any individual associated with the school who deliberately or otherwise threatens these school values.

Under this agreement, you will:

- Be aware of your role and responsibilities vis-à-vis the policy and seek to protect the safeguarding of pupils and the good image of the school.
- Recognise that the **Social Media Policy** remit extends beyond just school staff, and encompasses anyone with access to the electronic communication systems and equipment.
- Acknowledge that social media content is difficult to keep private and recognise that your social media account(s) are in a public domain through which anyone can view and, therefore, be responsible with what is posted to your account(s) and ensure your privacy settings are sufficiently enforced regardless.
- Be aware that breaches of the **Social Media Policy**, intentional or accidental, may result in disciplinary action up to, and including, dismissal (in the case of staff).
- Be aware that it is the responsibility of staff, and anyone else affiliated with the school, to familiarise themselves with the policy and the professional expectation of online social media presence generally.

Social Media Policy overview and compliance pledge

All parties should act in accordance with the following:	Agree with Initials
<p>Policy statement</p> <p>The school has a duty to protect its pupils, staff and image, and enforcing a Social Media Policy is necessary to do that. Staff, parents and anyone else involved with the school must accept this and comply with all aspects of the policy and the reasons behind them.</p>	
<p>Who is covered by the policy</p> <p>The Social Media Policy covers all pupils, staff working at all levels and grades, including members of the senior leadership team, teachers, support staff, and any employee or individual working at the school on a part-time or fixed-term basis, as well as parents/carers. It also covers any third party that may have access to the school network or communications systems.</p>	
<p>Scope and purpose of the policy</p> <p>The policy covers all areas of social media and both the professional and personal use on any device. Breaching the policy may result in disciplinary action proportionate to the offense, as decided by the school leadership team.</p>	
<p>Personnel responsible for implementing the policy</p> <p>The Governing body has ultimate responsibility for the policy's implementation in line with other policies and the Headteacher is responsible for the day-to-day oversight. The School Business Manager should ensure staff meet the standards set out in the policy and foster a responsible social media culture generally, but fundamentally, all individuals are responsible for compliance with the policy and should know procedures to follow.</p>	
<p>Compliance with related policies and agreements</p> <p>Use of social media should not, either directly or indirectly, contradict other school policies or the values and attitudes that the school strives to uphold.</p>	
<p>Personal use of social media</p> <p>For staff, the use of social media is not permitted on school devices or networks and is only permitted on private devices during designated breaks.</p> <p>For parents, the use of personal accounts should, in relation to the school, not interfere with online activities and only take place under pre-agreed conditions.</p>	
<p>Contact between pupils, staff and parents/carers</p> <p>All members of the school community should be familiar with appropriate and inappropriate forms of correspondence on social media between individuals connected to the school, and realise the potential consequences of inappropriate/unprofessional contact.</p>	

<p>Monitoring</p> <p>The use of school ICT and electrical equipment is public, and any activity on it is legally monitored for safeguarding purposes. The school reserves the right to access and store any files, data, documents and messages without notice.</p>	
<p>The school's use of social media</p> <p>Having the responsibility for using social media on behalf of the school requires prior approval and potential training. As an ambassador for the school, any person using the school's social media accounts should act as such.</p>	
<p>Responsible use of social media</p> <p>Derby Cathedral School may be put at risk should any comments made on social media come under legal scrutiny due to being offensive/defamatory or in breach of confidentiality. The school will ensure any social media activity cannot be used to bring the school's name into any form of disrepute.</p> <p>The school, or any of its affiliates, will not be referred to offensively or negatively. Users should ensure their comments, images and activity on social media are consistent with the professional/responsible image/profile that reflects their role within, or in association with, Derby Cathedral School.</p>	
<p>Training of staff</p> <p>Teachers and support staff will make themselves available to receive training on the Social Media Policy as part of their new starter induction and ongoing training as part of their development.</p> <p>Staff must take this training seriously and be diligent in applying it to help prevent and tackle significant online issues such as cyber bullying, radicalisation and illegal activity.</p>	

Signed agreement

<p>Name:</p>	<p>Signature:</p>
<p>Position/relationship to school:</p>	<p>Date:</p>