

## ROSEACRE PRIMARY ACADEMY



### **Ethos Statement**

This policy reflects our Academy's ethos, which promotes, recognises, celebrates and welcomes diversity, tolerance, respect and honesty. The policy ensures fairness and equality, regardless of age, disability, religion, gender, sexual orientation, ethnicity, attainment or background. The policy abides by the Equality Act 2010, promotes fundamental British values and community cohesion.

This policy applies to the members of the Academy governing body, all teaching and non-teaching staff employed by the Academy, external contractors providing services on behalf of the Academy, all trainees, volunteers and any other individuals who work for or provide services to and on behalf of the Academy. These individuals are collectively referred to as 'staff members' in this policy.

### **Rationale**

At Roseacre Primary Academy we are committed to maintaining a learning environment, which encourages all children to use technology to enhance their learning. We are committed to encouraging the safe use of all forms of technology by pupils, staff and governors.

- Provide all children, staff, parents and governors with opportunities to broaden their knowledge of e-safety;
- Provide children and staff with an opportunity to learn, communicate, plan and assess work safely using all forms of computing devices.
- Ensure all children, staff, parents and governors are aware of the risks, roles and responsibilities with regards to safe and appropriate internet and computer usage at Roseacre Primary Academy ;
- The widespread use of social media, particularly social networking sites, necessitates **Roseacre Primary Academy** to have a policy in place to ensure that appropriate control mechanisms exist to minimise the risks to the academy IT and communication systems and to protect the academy and its reputation.
- The term 'Social Media' is used in a number of different ways but for the purposes of **Roseacre Primary Academy** Social Media Policy the term is regarded as anything on the internet where content is created and adapted, by people who use the site, to facilitate two-way conversations.

### ROSEACRE PRIMARY ACADEMY

- Social media applies to traditional names like Facebook, You Tube, Instagram, Snapchat, WhatsApp and Twitter but also includes other platforms which facilitate user conversations eg: Flickr, blogs, wikis, instant messaging, vod and podcasting. Please note: this list is not exhaustive.
- **Roseacre Primary Academy** recognises the value of social media for engaging with residents, service users, customers and partners. However it is essential that where an employee, using a social media platform, can be clearly identified as an employee of the Organisation he/she acts responsibly and professionally to ensure the Organisation's reputation and integrity is maintained at all times.
- It is not the intention of the E-Safety, Social Media and Acceptable Use Policy to restrict the use of social media websites but to maintain the integrity and reputation of the academy and its employees.
- Ensure the academy's reputation for objectivity, fairness and impartiality is maintained at all times;
- Ensure the academy's information systems are used only for legitimate business purposes;
- Encourage good practice in the use of social media;
- Promote effective and innovative use of social media as a means of business communication;
- To promote the academy and the services we provide:
- To enable the academy to circulate and obtain information in direct support of our activities and to support our work related functions.
- To advise parents and children in the safe use of all forms of social media and technology.

#### Provision

The Academy respects an employee's right to a private life and the Social Media Policy does not wish to discourage, nor unduly limit, an employee's personal expression or online activities. However, employees must be aware that social networking sites are a public forum and should not assume that entries on a website will remain private. If an employee chooses to access social networking sites and/or other online forums, blogs etc, either inside or outside of work, he/she must do so in a responsible and appropriate manner and exercise judgement at all times. **An employee will be personally responsible for the content of information posted, in a personal capacity, on any form of social media platform.**

As information posted on social media networks can be quickly and widely disseminated control over posted information can be rapidly lost which makes it difficult to retrieve an

### ROSEACRE PRIMARY ACADEMY

inaccurate message once it has been sent. Employees need to bear in mind the types of information they post and check the content before it is posted both for accuracy and to ensure it meets the requirements of the Academy's Social Media Policy. To this end employees must:

- Refrain from referring to Roseacre Primary Academy or any aspect of their employment unless authorised to do so in writing. If in doubt an employee should seek advice first from the Engagement Manager / Deputy Headteacher / Headteacher. **An employee will be personally liable for what he/she publishes online;**
- Not make any comment, or post any material including photographs, which may otherwise cause damage to the Academy's reputation or bring the Academy into disrepute;
- Not post information which could constitute contempt of court, a breach of copyright, a breach of the Data Protection Act, the Human Rights Act, the Freedom of Information Act or the Regulation of Investigatory Powers Act;
- Not post or respond to material that is offensive, obscene, defamatory derogatory, threatening, harassing, bullying, discriminatory, racist, sexist or is otherwise unlawful;
- Not use social media sites for political purposes or the promotion of personal interests;
- Not use or disclose any confidential, personal, secure or protected information obtained in their capacity as an employee of Roseacre Primary Academy;
- Ensure information posted is politically neutral, factual, accurate and true;
- Not interact on websites which could impact on working relationships with colleagues, organizations, partners, customers or service users.
- Mobile phones should not be used at any time during taught time. Texting or responding to texts is not permitted during contact time with children.
- **Mobile phones must be switched off or placed on silent mode during contact time with children and locked/stored away and not be on an employee's person during contact time.**
- Texts to parents are only permitted via the school APP service and should not be sent from a personal mobile.
- Personal school email addresses should not be used to communicate with parents or pupils. All communication is processed via the admin email address.
- Employees should not have pupils as "friends" on a social media site. A professional distance is required at all times.

### **ROSEACRE PRIMARY ACADEMY**

Failure to abide by the requirements of the Social Media Policy could result in disciplinary action being taken against an employee in accordance with Roseacre Primary Academy's Disciplinary Procedure.

In order to protect its legitimate business interests the Academy reserves the right, without notice, to monitor e-mails and access an employee's mailbox on the same basis as any other written documentation in line with the Data Protection Act, the Human Rights Act, the Freedom of Information Act and/ or the Regulation of Investigatory Powers Act.

- Although the internet is an unmanaged, open communication tool, it is an essential part of the statutory curriculum and a necessary tool for staff;
- At Roseacre Primary Academy we encourage children and staff to access the internet to enhance teaching and learning, however we have E-Safety rules that clearly link into our behaviour policy
- The internet at Roseacre Primary Academy is filtered through the Local Authority (LA) so that children and staff's access to 'inappropriate' material, websites, social networking sites and or images whilst on the school network is restricted.
- Children are taught and understand the correct procedure if anything inappropriate 'pops up' whilst using the internet; even though the school network is closely filtered, to safeguard the children. The internet is expanding on a global scale every day, therefore on occasions unknown sites are accessible;
- Our emailing system is provided and filtered by Google Mail managed by the Local Authority (LA) when used at school or at home;
- At Roseacre Primary Academy, parents and staff use a communication app managed by the academy and powered by parentapps. This is to be used a communication tool.
- Staff use reputable sites for teaching aids and resources such as BBC, Education City, Primary Resources, RMEasimaths, TES and Twinkl to allow for a safe, broad, balanced and challenging curriculum;
- Home use of the internet is encouraged for educational purposes, even though it's not filtered, therefore we provide children with a comprehensive education in e-safety to allow them to continue their learning safely anytime, anywhere. This is planned into our whole curriculum. Year group specific safety teaching points can be found in the Roseacre Academy E-safety medium term plan.

#### **Reporting**

- If e-safety is compromised it is referred to the Engagement Manager, DSL or Headteacher.

Children will:

- Learn by using technology and the internet at school;
- Use technology and the internet in a controlled, safe environment;
- Follow and adhere to the school's Computing rules;
- Switch off the monitor immediately and report to staff any 'inappropriate' content which may appear on the screen whilst at school;

### **ROSEACRE PRIMARY ACADEMY**

- Only bring mobile technology, such as iPods and hand held games consoles, into school when invited to do so.

#### Staff will:

- Review and update the E-Safety Social Media and Acceptable Use policy, according to the school's review cycle;
- Discuss any new developments and deal with them accordingly, i.e. staff training, issues arising from LA or cluster meetings, policy review (if required before the renewal date);
- Monitor children whilst using the Internet at all times;
- Report any unsuitable material which hasn't been filtered through the LA to the Engagement Manager, and school technician or a member of the SLT which in turn will be reported to the LA;
- Display the E-Safety Rules in all classroom/library areas;
- Know which children are not permitted to access the internet at school;
- Use school technology for school tasks such as to prepare, plan, deliver and assess the curriculum;
- Ensure pupil data is stored in accordance with data protection.

#### Parents will:

- Take responsibility for their child's use of the internet and encourage safe practice whilst at home.
- Support the academy by not allowing children to bring mobile technology, such as mobile phones and iPods, into school routinely.

#### Governors will:

- Ensure that the E-Safety, social media and acceptable use policy is discussed and updated according to the school's review cycle;

#### **Publishing pupil's work and images:**

- Photographs that include children will be selected carefully and full names are not published.
- Written permission from parents or carers will be obtained, when a child starts at Roseacre, to enable photographs to be published in the media or on the website;
- Photographs of children will only be taken using cameras or school iPads/iPods.

For all other aspects relating to E-safety e.g. Computing Curriculum, Child Protection, SEN, A&T, Behaviour etc., please see relevant whole school policies.

#### **Success Criteria**

The evaluation of this policy is based on the need for all children to feel safe and secure whilst using all forms of computing and their needs being met and that staff are fully informed and compliant.

**ROSEACRE PRIMARY ACADEMY**

This policy will be kept electronically on the 'Shared Drive'. A paper master copy will be held by the Headteacher. Parents will be informed of the policy on occasional newsletters and on the school web site.

This policy will be reviewed in the Spring term 2020.

This policy will be kept electronically on the 'Shared Drive'. A paper master copy will be held by the Headteacher.

Reviewed by Samantha Boden on 6<sup>th</sup> February 2018.

Presented to governors on xx

Next review: xx term of xx