Knockevin School

Knockevin
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Acceptable Use of Social Media Policy – Parent Copy

RIGHTS RESPECTING SCHOOLS

unicef UNITED KINGDOM

LEVEL 2

Article 17
"You have the right to get information that is important to your well-being, from radio, newspaper, books, computers and other sources. Adults should make sure that the information you are getting is not harmful, and help you find and understand the information you need."

Article 19
"You have the right to be protected from being hurt and mistreated, in body or mind."

Written:- June 2018
Last Reviewed:- December 2020
To be reviewed – December 2021

Knockevin School is committed to providing staff, pupils, parents/carers, governors and other associated professionals with the best possible information and communication technologies so they can access a wide range of educational and learning tools. The school aims to use social media as a positive means of sharing information, events and other relevant information with parties associated with Knockevin School.

The Acceptable Use of Social Media Policy at Knockevin School outlines the appropriate use of social media for the enrichment of students and the school community. Knockevin school will not tolerate the misuse of the school social media pages by pupils, staff, parents/carers and associated agencies.

This policy should be read in conjunction with our Digital Safeguarding Policy.

The use of social media provides an opportunity to:

- Reach the wider community who may not have direct access to school information sent via seesaw and newsletters
- Compliment information communicated via traditional/printed media
- Present a positive image of the school to interested parties – the community, parents, governors
- Give an overview of the whole school including events, achievements and topics being covered
- Communicate events/training opportunities and other relevant information with the families of Knockevin pupils
- Share with families good practice and resources which may be of benefit to our pupils
- Make parents and staff aware of training opportunities

*Please note that while the school's social media content gives an overview of the school and events, SeeSaw is the method of communication that is used to share information and photographs about individual pupils directly with their parents/carers. The school's social media pages are not intended for this purpose

Responsibilities of staff – personal use of social media

Parents and Carers are reminded that staff working in Knockevin must ensure they meet the requirements of school policies, including when using social media. This keeps our school community safe and maintains good working relationships.
For all staff, contact with students and their parents must be via school authorised mechanisms. Staff are not permitted to share personal contact details with pupils or parents and are not permitted to accept 'friend requests' or communicate with pupils and parents via personal social media. Parents and Carers are asked to help us by engaging with staff via formal channels such as phone calls to school or the use of SeeSaw and by monitoring pupil use of social media

to ensure they are not attempting to connect with staff online. This helps protect staff and avoids putting them in difficult situations. Parents and carers are also reminded that staff are only permitted to communicate with them during working hours except in exceptional circumstances such as communicating an emergency school/class closure.

Responsibilities of parents and carers

- Whilst photographs may be taken at special events throughout the year, parents and carers should not post these photographs on social media sites where other children/young people appear in the image
- If parents are asked not to photograph an event in school, they should respect this decision and refrain from doing so, even if they do not intend posting the images on social media
- If you have concerns about something your child has seen on a social media page or something which has been sent to your child via social media, please pass your concerns on to school through the appropriate channels. If the concerns are of a serious nature they should be reported to the PSNI or CEOP
- The school social media pages are intended to share positive experiences and resources within the wider community. Parents and carers should not post inaccurate information, negative comments or complaints about staff, policies or procedures through social media. They should instead follow the school's complaints procedure. Any inappropriate comments will be removed from the sites by the designated teachers. Further action will be taken where required, and, if necessary, comments may be reported to the PSNI. Any messages/comments/posts on the school's social media pages that are deemed inappropriate by the school can result in the parent/family member being blocked/banned from accessing the school's page without notice
- Parents requiring photographs or information related to their own child should communicate this request to the class teacher via the seesaw app which is the method of communication used for this purpose. The school's social media pages cannot feature every pupil/class and is used mainly to give a general overview of the school to the wider community
- Where information is given to the school regarding posts on any social media account that brings a member of staff, pupil or the school into disrepute, the school will request for the post to be removed and action will be taken as appropriate
- Parents and carers should refrain from contacting school staff via social media but should use appropriate channels (phone or SeeSaw) during school opening hours

Guidance and protection for pupils using social media sites outside school

In accordance with Knockevin's Child Protection and Safeguarding guidelines, we would encourage parents to monitor their child's use of the internet and social networking sites such as 'Twitter', 'Facebook', 'Instagram', 'TikTok', 'YouTube' 'Snapchat' and others. Many of the packages that come with your computer allow you to 'block unwanted materials', many of which have an 'adult content' which is designated by the filtering system as being dangerous and unsuitable for children. We would recommend that this

facility is activated at all times and that you also make use of options available to you such as 'Kids YouTube'. Please be aware that these restrictions are not a substitute for you being present and monitoring your child's activity online. We would also remind you to check and monitor how your son or daughter is using the camera/webcam often built into a laptop or PC - especially when communicating 'live' on-line. If you are unsure as to the level of protection your PC or laptop has, ask your Service Provider for advice.

Online gaming means children and young people can play in real time with people across the world through a computer, games console (such as Xbox, Playstation and Nintendo Switch), tablet or smartphone connected to the internet. Games can offer children a world of adventure to immerse themselves in, but it's important to understand how children can stay safe and what games are appropriate for their age. The following website gives useful advice for parents in this area: https://www.internetmatters.org/advice/online-gaming/. It is important to be aware that many games also have 'chat' functions so it is important to monitor who your child is communicating with via their gaming devices.
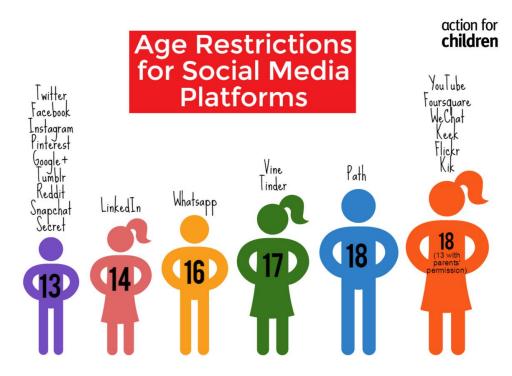
Please be advised that mobile phones, watches and hand held games consoles can have built-in cameras and can be used to upload images to the internet. Having immediate access to the internet, often in a private space, brings its own challenges so it is vital that you are aware of how often your child is going online and what they are accessing.

Pupils are not permitted to take photographs of other pupils or staff in school at any time. Any pupil found to be in possession of, or using their device, to take photographs will be asked to put it in a safe place (such as a locker) or give it to a member of staff until the end of the day. In these incidents parents will be informed as to why devices have been removed.

Raising Awareness

Social Media platforms constantly evolve and it is crucial that parents, staff and pupils remain up to date and aware of any safeguarding issues that can arise from their use. Knockevin regularly provide digital safeguarding training and we also encourage parents to sign up to receive alerts from providers such as 'Wayne Denner' so they have access to the most recent information. We can provide access to the 'CoBabble' app on request. This provides helpful tips and videos that contain the latest security updates on a range of topics.

The following picture shows the age guidance for social media sites:

Age Restrictions for Social Media Platforms

action for children

Twitter
Facebook
Instagram
Pinterest
Google+
Tumblr
Reddit
Snapchat
Secret

13

LinkedIn

14

Whatsapp

16

Vine
Tinder

17

Path

18

YouTube
Foursquare
WeChat
Keek
Flickr
Kik

18
(13 with parents' permission)

We also recommend the following sites for further information.

http://www.psni.police.uk/090210_safer_internet_day

 http://www.microsoft.com/ireland/onlinesafety

http://www.bbc.co.uk/parenting/your_kids/safety_internet.shtml

www.net-aware.org.uk/

http://www.bbc.co.uk/cbbc/help/web/staysafe

http://news.bbc.co.uk/1/hi/education/7638492.stm

https://www.internetmatters.org/