



**Policy for:**

## **Guidelines for the use of Social Media**

**Date Written: July 2015**

**Date Reviewed: April 2021**

**Next Review Date: April 2022**

**Signed By: A.J. Williams**

**Governor Responsible for:**

**Headteacher: Mrs P Derries**

## Guidelines for Social Media

### **General Practice and Advice**

- We strongly urge that members of staff should not be in contact with current Grove School pupils/ex-pupils via networking sites such as Facebook/Snap Chat/Twitter etc. in accordance with the school's Safeguarding Policy. Any staff member who is in contact through social media with parents of current pupil must inform with the head teacher of this correspondence.
- Members of staff with social media profiles should set their privacy levels on their accounts to maximum i.e. only people on their friends list should be able to view their private information such as pictures etc. This can be done by going to **Setting-Profile** and adjusting the parameters accordingly.
- Members of staff with distinctive surnames should be aware that it will be relatively easy for pupils to track them down on Facebook.
- Members of staff should note that although these measures will make it harder for pupils to find them on social media a determined individual with knowledge of how the website works will eventually be able to trace a person down.

### **Action to be taken if a member of staff is contacted by a current/former pupil**

There are two types of contact through social media

- A message
- An invitation to be added to the persons 'Friends List'

If a message from a pupil is received the following action should be taken:

1. **Do not reply to the message.** Replying to the message allows the recipient to view your profile in it's entirety. This is also a way to circumvent the privacy settings on the account.

2. A senior member of staff should be contacted at the earliest opportunity to be informed of the request.
3. The pupil should be told of the school's ICT Acceptable Use Policy and that contacting staff on a social networking site is not permitted within the Grove School. The child's parents will also be contacted to inform them of the school's policy.

If an invitation to a person's friends list is received the following action should be taken:

1. **Immediately reject the invitation.**
2. A senior member of staff should be contacted at the earliest opportunity to be informed of the request.
3. The pupil should be told of the school's ICT Acceptable Use Policy and that contacting staff on a social networking site is not permitted within the Grove School. The child's parents will also be contacted to inform them of the school's policy.

### **Further Information**

When using any social media site The Grove School should not be discussed by staff in any situation whether this be with 'friends' and/or colleagues.

Should any of these guidelines be ignored **disciplinary action will be taken by the school.**

**The Grove School pupils do not have access to any social networking sites throughout their school day. E-safety is of the highest importance and pupils are taught how to stay safe online.**

**Any form of cyberbullying will not be tolerated and this to will have disciplinary action taken by the school.**

**Reviewed April 2021**

**Next review April 2022**