

Alexander Dickson Primary School

Helping small
people with
BIG ideas



Social Networking Sites Code of Conduct

Mission Statement

Everyone will feel welcome and valued within our school community; they will be appreciated for who they are. Learning will be exciting; everyone will be encouraged to reach their full potential.

Use of ICT allows all pupils to gain confidence and ability in an ever-changing society and prepares them for the challenge of a rapidly developing and evolving technological world.

- To provide opportunities to enable all our staff, pupils and parents to be confident, competent and independent users of ICT.
- To provide an environment where access to ICT resources is natural and commonplace.
- To ensure ICT has a fundamental role in developing and enhancing our school's key learning aims in promoting the pupils' educational, physical and social needs.
- ICT encourages our staff and pupils to work collaboratively.

Social Networking

Social networking is everywhere. It is common to find parents, children, co-workers and others on such sites. With social networks people across the world have access to tools and options that were previously non-existent. However, there are now just as many new opportunities to connect as there are to get into potential danger. One thing we often forget while having fun on social networks is that almost anybody can see what we are doing. While we are tagging photos of our friends or are posting comments to them, it can be easy to forget that someone else who has been invited onto a social networking site can also view them.

Once something appears on the Internet, it's almost impossible to remove. As these sites continue to grow in popularity, so too does the value of the information on them to parties other than those directly involved. Social networking users need to take a step back and think about just what they're posting onto the Internet.

Responsibilities of staff

People who work with children and young people should always maintain appropriate professional boundaries, avoid improper contact or relationships and respect their position of trust.

With regard to relationships, individuals who work with children and young people should not attempt to establish a relationship, which might include:

- communication of a personal nature
- inappropriate dialogue through the internet
- the sending of emails or text messages of an inappropriate nature

Individuals who work with children and young people, should be extremely careful in corresponding with people on social networking sites. Staff relationships with children and young people should, at all times, remain professional and they should **not** correspond with children and young people through such sites or add them as 'friends'. It is worth bearing in mind that, on such sites, an inappropriate or even misconstrued communication may have the potential to impact upon their careers, or even result in criminal investigation.

In addition staff should bear in mind **who** may access their own profiles on such websites. Staff should therefore take care as to the information they display about themselves, their personal lives and should not make any reference to school or individuals within it. They should also ensure that they have installed, and are using, the highest level of privacy settings.

Individuals who work with children and young people, should not make, view or access, illegal or inappropriate images of children.

Individuals who work with children and young people and others, with whom they may be in a position of trust, should exercise caution when using social networking sites and avoid inappropriate communication of any kind.

Responsibilities of parents/carers

Parents and carers will be made aware of their responsibilities regarding their use of social networking.

Methods of school communication include the prospectus, the website, newsletters, letters and verbal discussion. Parents/carers should not post pictures of pupils other than their own children on social networking sites. Parents/carers should make complaints through official school channels. Complaints made in public through social media are detrimental and possibly damaging to the school community and as such are not beneficial to the children. Parents/carers should not post inaccurate, malicious or fictitious comments on social networking sites about any member of the school community or any school policy, process or procedure.

Guidance/protection for pupils on using social networking

No pupil under 13 should be accessing social networking sites. This is the guidance from both Facebook and MSN. There is a mechanism on Facebook where pupils can be reported via the Help screen. http://www.facebook.com/help/contact.php?show_form=underage

Alexander Dickson Primary School
Responsible Use of the Internet

Dear Parents

As part of pupils' curriculum enhancement and the development of ICT skills Alexander Dickson Primary School is providing supervised access to the Internet including school e-mail.

Although there may be concerns about pupils having access to undesirable materials, we can assure parents that we take positive steps to deal with this risk in school. Our school Internet access provider operates a filtering system recommended by the Education Authority that restricts access to inappropriate materials and use of the Internet is supervised.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

I enclose a copy of the updated Use of ICT Policy and Acceptable Use of the Internet and Digital Technologies Policy that explains our approach to ICT in school.

The latter policy also includes the rules for the responsible use of the internet and other technologies which we would ask you to read with your child and return signed by yourself and your child (P3 – P7 children only) to the class teacher.

We would also ask that one of the reply slips below be returned along with the pupil contract.

Should you wish to discuss any aspect of Internet use please contact school.

Yours sincerely

Mr R Lawther
Principal

Reply Slip

I **DO NOT** give permission for access to the Internet on the terms set out in the above letter.

I understand the above request will be honoured throughout my child's time at Alexander Dickson Primary School unless I otherwise inform the school in writing.

Child's name: _____ CLASS _____

Signed
Parent/guardian: _____ DATE _____

Reply Slip

I **GIVE** permission for access to the Internet on the terms set out in the above letter.

I understand the above request will be honoured throughout my child's time at Alexander Dickson Primary School unless I otherwise inform the school in writing.

Child's name: _____ CLASS _____

Signed
Parent/guardian: _____ DATE _____