

Legsby Primary School Social media / Networking Policy

<u>Policy Information</u>			
Reviewed date	November 2025	Next review due	November 2027
Cycle of Review:	2-yearly	Agreed at Governors:	20 th November 2025

(To be used in conjunction with Legsby School e safety policy)

Social media and social networking sites play an important role in the lives of many people. We recognise that sites can bring risks, but equally there are many benefits to be reaped. This policy gives clarity to the way in which social media/mobile phones are to be used by pupils, governors, visitors, volunteers and school staff at Legsby Primary School. It will also provide guidance for parents. There are four key areas:

1. The use of social networking sites by pupils within school.
2. Use of social networking by staff in a personal capacity.
3. Comments posted by parents/carers.
4. Dealing with incidents of online bullying.

1. The use of social networking sites by pupils within school

Such sites should not be used/accessed in school unless under the direction of a teacher and for a purpose clearly apparent from the learning objective of the relevant learning experience. If social media sites are used then staff should monitor the activity throughout, as we understand they may be open to the public. Where possible the school will use 'closed' sites where only invited parties can participate. In terms of private use of social networking sites by a child, it is generally understood that children under the age of 13 are not permitted to be registered on sites such as Facebook and Instagram to name two. We teach rules, laws, safe use, what to do when we are concerned and appropriate behaviour on the internet, through both age specific curriculum lessons and generally throughout school.

2. Use of social networking by staff in a personal capacity

It is possible that a high proportion of staff will have their own social networking site accounts. It is important for them to protect their professional reputation by ensuring that they use their personal accounts in an appropriate manner. In school filters have been set to block most websites categorised as 'Social Networking', if a site is required a request must be made directly to the head teacher who will contact IT support to allow access. Guidelines are issued to staff:

- Staff must never add current pupils as 'friends' into their personal accounts

- Staff are advised not to add parents as 'friends' into their personal accounts.
- Staff must not post comments about the school, pupils, parents or colleagues including members of the Governing Body or any 'school business'. This includes positive posts around school too as these can be misconstrued or taken out of context.
- Staff must not use social networking sites within lesson times (for personal use).
- Staff should use social networking responsibly and professionally, in ways that reflect and uphold the National Teacher's Standards.
- Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
- Inappropriate use by staff should be referred to the Headteacher in the first instance and may lead to disciplinary action.

3 Comments posted by parents/carers

Parents and carers will be directed to this policy to be made aware of their responsibilities regarding their use of social networking. Methods of school communication include the website, newsletters, letters and verbal discussion. At Legsby School we believe that the best method of dealing with concerns is through effective communication based on mutual respect. These are the values which we model to the children on a daily basis as part of their learning journey.

School also prides itself on the availability of school leadership to communicate with parents directly and parents are encouraged to make an appointment for face to face discussions. The head teacher / staff endeavour to be present at the school gate whenever possible at the end of the school day. There are also a variety of communication channels available to contact us –

Telephone 01673 843 268

Email enquiries@legsby.lincs.sch.uk

By Post: Legsby Primary School, Legsby, Legsby Rd, Market Rasen, LN8 3QW

- Parents must not post pictures of pupils, other than their own children, on social networking sites, where these photographs have been taken at a school event.
- Parents should make complaints through official school channels rather than posting them on social networking sites – there is a complaints procedure policy on the website.
- Parents should not post malicious or fictitious comments on social networking sites about any member of the school community/events or practice.
- If a parent posts something illegal and the school is informed, school will report this through the appropriate channels, which may include police or social services.

4. Dealing with incidents of online bullying/inappropriate use of social networking sites

The school's Behaviour/Anti-Bullying Policy sets out the processes and sanctions regarding any type of bullying by a child on the school roll. The school office holds log book where any incidents of bullying or e-safety concerns are documented. These logs are monitored by the governing body. In

the case of inappropriate use of social networking by parents, school will contact the parent asking them to remove such comments and seek redress through the appropriate channels such as the Complaints Policy and will send a letter. The Governing Body understands that, "There are circumstances in which police involvement is appropriate. These include where postings have a racist element or where violence is threatened or encouraged." Furthermore, "Laws of defamation and privacy still apply to the web and it is unlawful for statements to be written...which:

- expose (an individual) to hatred, ridicule or contempt
- cause (an individual) to be shunned or avoided
- lower (an individual's) standing in the estimation of right-thinking members of society
- disparage (an individual in their) business, trade, office or profession."

(National Association of Headteachers)