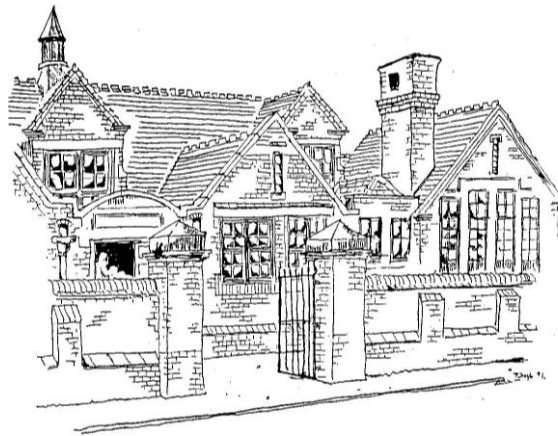


Netherfield Primary School

Guidelines for Social Networking

December 2016



Social Networking

Guidance for safeguarding staff as employees of Netherfield Primary School

Staff should:

- Not publish photographs of school pupils in any form on their personal web pages, blog or site.
- Not name the school on their personal web pages, blog or site.
- Ask colleagues permission before publishing photos of them on their web pages, blog or site.
- Remain professional in any comments made on the Internet regarding any aspect of school life.
- Not enable parents to access photos that could be considered compromising through social network sites such as Facebook and My Space.
- Be aware of how 'vulnerable' personal information is if it is stored digitally

Government guidelines for the use of social networking sites by professional staff:

- Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests.
- Do not initiate friendships with students
- Remember that people classified as "friends" have the ability to download and share your information with others.
- Post only what you want the world to see. Imagine your students, their parents, your administrator, visiting your site. It is not like posting something to your web site or blog and then realising that a story or photo should be taken down. On a social networking site, basically once you post something it may be available, even after it is removed from the site. Digital files can be saved or copied from the moment they are posted online.
- Do not discuss students or co-workers or publicly criticise school policies or personnel.
- Visit your profile's security and privacy settings. At a minimum, educators should have all privacy settings set to "only friends". "Friends of friends" and "Networks and Friends" open your content to a large group of unknown people. Your privacy and that of your family may be a risk.
- If a staff member learns of information, on the social networking site, which falls under the mandatory reporting guidelines, they must report it as required by law.