



FULMER INFANT SCHOOL

SOCIAL MEDIA POLICY

Introduction

There are particular risks in contacting pupils and parents using technology which can too easily suggest an informality which is inappropriate. Therefore, great care should be exercised over the use of communications technology such as mobile 'phones, text messaging, emails, digital cameras, videos, web-cams, websites and blogs unless contact via these routes is required and for which permission has been given by a senior member of staff e.g. on school trips and expeditions.

Contacting pupils using these media may too easily be construed as inappropriate. Staff should comply with the following for contact with pupils outside their own family:

- Staff should not give pupils their personal contact details (including phone, email or home details)
- Staff should not use their own phones to make contact with pupils or else make use of privacy settings to obscure such numbers when using personal phones
- Preferably staff should use school systems to communicate with pupils and only for an authorised purpose
- Staff should not list pupils as their "friends", nor allow pupils to include staff as their "friends" on social networking sites
- Staff should be careful in their network postings not to undermine the good name of the school by their postings and to avoid making personal comments in relation to any group or pupil in such postings
- Staff should recognise that text messaging is rarely an appropriate response to a crisis situation and should only be used as a last resort.