



# Pembroke Dock Community School

## Social Media and Networking Guidelines

**Staff and Parents of Pembroke Dock Community School support good practice on social networking sites. The Headteacher, staff and governors have agreed an approach to the use of social networking sites that include the items below. We are now inviting parents to join us in setting a good example for our children.**

**All parents are invited to join staff in setting a good example for our children by:**

- Demonstrating courtesy and respect for staff, other parents and pupils when comments are placed on social networking sites.
- Using appropriate language when discussing school e.g. not using foul and abusive language
- Addressing any issues or concerns regarding school, directly with the Headteacher, member of staff or governors rather than posting them on social media ·

**All parents are invited to join staff in setting a good example for our children by not:**

- Using social network sites to make derogatory comments or posting photographs, which could bring staff into disrepute, including making comments about pupils, parents, other staff members, the senior leadership team, governors, local authority or the wider community.
- Using social media to publicly challenge school policies or discuss issues about individual children or members of staff. Challenge and scrutiny is of course welcomed but through the appropriate channels e.g. speaking directly to a member of staff or the Headteacher
- Posting photographs of other people's children (when on the school premises) on social network sites without their permission

**The staff and governors of Pembroke Dock Community School's agreement for using social networking sites. They agree to:**

- Demonstrate courtesy and respect for staff, parents and pupils, governors, wider community and local authority when comments are placed on social networking sites.
- Ensure appropriate language is used in any comments placed on social network sites. e.g. not using foul and abusive language
- Ensure that any comments and/or images could not be deemed as defamatory, discriminatory, offensive, harassing content or a breach of data protection, confidentiality and copyright.
- Review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
- Ensure all communication with pupils and parents is open and transparent e.g. Use of school email accounts such as HWB
- Use social media sites responsibly and ensure that neither their personal or professional reputation, nor the school's reputation is compromised by inappropriate postings e.g. take control of your images, consider audience when posting, keep personal information private
- Not communicate with any pupil using social networking sites.
- Not use social networking sites within lesson times (for personal use). The school permits reasonable and appropriate access to private social media. However, where excessive use is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken

The school will take appropriate action in the event of breaches of the social media guidelines. Where conduct is found to be unacceptable, the school will deal with the matter internally. Where conduct is

considered illegal, the school will report the matter to the police and other relevant external agencies, and may take action according to the disciplinary policy.

**Our promise to parents is:**

We will meet with them and use the school policies and procedures to resolve concerns.

We will work hard to resolve any concerns in the best interest of the whole community.

We will act in the best interest of the whole community and honour our duty of care to our pupils.

