St Michael's Church of England, VA, Primary and Nursery School

ICT CODE OF CONDUCT

Purpose

This document has four clear purposes:
1. to protect the reputation of St Michael's School, its governors, staff and children
2. to safeguard all our children, their families and friends
3. to state our position with regard to online and mobile phone communication
4. to clarify the professional responsibilities of all people working at this school.

Scope

This code of conduct covers the use of social networking applications by all School employees, all governors and by partners or other third parties on behalf of the School. Within this document these are referred to as 'School representatives'.

It applies to all uses of social networking applications which are used for any School or local authority related purpose, regardless of whether the applications are hosted corporately or not. They must also be considered where School representatives are contributing in an official capacity to social networking applications provided by external organisations.

Social networking applications include, but are not limited to the following: blogs, online discussion forums, collaborative spaces, media sharing services, microblogging applications. Examples include Twitter, Facebook, MSN, You Tube, Skype, Instagram, Whatsapp. Many of the principles of this policy also apply to other types of online presence such as virtual worlds.

All School representatives should be aware that information they share through social networking applications, even if they are on private spaces, is still subject to copyright, data protection and Freedom of Information legislation, and to the Safeguarding Vulnerable Groups Act 2006 and other legislation. They must also operate in line with the School and Local Authority Equality and Safeguarding policies.

We publish information about our school and communicate with parents and carers in many ways:
- parents' evenings
- informal meetings
- newsletters
- email and text messages
- our own website
- social media

We welcome anyone who is interested in the life of our School to follow us and connect with us on the various social media sites that we use. Such sites allow us to publish news and information about day-to-day life in School in the kind of detail that wouldn't previously have been possible.

Use of website and social media

It is important that we are clear about how we use these sites and define what we mean by 'acceptable behaviour' by anyone who chooses to follow us. At St Michael's School we use our social media sites to publish information that is of general interest. We do not believe it is an appropriate place to discuss personal matters that are specific to individual members of our community, be they children, parents or staff.

Our rules

Privacy

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- We will not publish photographs of children without the written consent of parents or carers
- We will not identify by name any of the children featured in photographs
- We will not allow personally identifying information to be published on our social media accounts

Respect
- We will not tolerate any form of bullying on our social media accounts
- We will not allow posts or comments that refer to specific, individual matters between the School and members of its community
- We will not tolerate any comments or posts that are defamatory, rude or abusive towards any member of our School community, whether that be children, parents, staff or governors
- Where allowed by the site, we welcome comments on the information we post. However, we reserve the right to delete comments and ban further comments from anyone who breaks the terms of our policy
- We will ban and report anyone who breaks the terms of service of the relevant social media platform. (For example, Facebook's Terms of Service do not permit people under the age of 13 to open an account.)

Use of mobile devices, including phones and digital photography
- Staff, visitors, volunteers and students are **not** permitted to use their own mobile phones to take or record any images of School children for any reason during the school day.
- Any children bringing phones or a digital device capable of taking photographs into school should hand them to their teacher at the start of the school day and collect them at home time.
- Mobile phones are brought to school at the child/parent's own risk. The school accepts no responsibility for loss or damage of pupil's phones.
- Staff are expected to behave responsibly and asked not to make or receive personal calls on their mobile phones during their working hours unless absolutely necessary.
- Students and regular visitors are asked to deposit their phones in the school office when they enter the building.
- Photographs of individual pupils and groups of children at the school are taken to provide evidence of their achievements for their learning stories, other development records and to publicise events, achievements and activities.
- Parents consent to this by signing an agreement when their child joins the school (Data Protection Act, 1998).
- Digital, not mobile cameras are always used to photograph children at school.
- These cameras do not usually leave the school setting, but may be taken on educational visits. Photographs are printed in school and images are then removed from the camera memory.
- Events such as Sports Day, outings, Christmas and fundraising events may be recorded by video and photographs by staff, parents and carers but this must always be done in full view of all those attending.
- Parents must not, however, post photographs or video containing other children on social media websites.
- Anyone seen using a camera inappropriately or photographing children without permission should be challenged and reported to the Designated Safeguarding Lead (Headteacher).

Staff professional responsibilities

When using any form of ICT, including the Internet, in school and outside school all staff should:

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with their professional role and in line with School policies.
- Not talk about their professional role in any capacity when using social media such as Facebook and YouTube.
- Not put online any text, image, sound or video that could upset or offend any member of the whole School community or be incompatible with their professional role.
- Use School ICT systems and resources for all school business. This includes their school email address, any school mobile phones and cameras.
- Not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others.
- Not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of pupils and/ or staff for professional purposes, using a school camera, in accordance with School policy.
- Not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the school or their professional role into disrepute.

All staff have a duty to report any online safety incident which may have an impact on themselves, their professionalism or the School.
A poster is displayed in the staffroom.

Conclusion
By adhering to this code of conduct you can be confident you are playing your part in safeguarding pupils and protecting yourself.
This document was first drawn up and agreed by governors in November 2015.

See also
Governors' Code of Conduct
Staff Code of Conduct
Code of Conduct for all adults and students

I agree with St Michael's School Code of Conduct.

Signed ………………………………… Name (please print) ………………………………..
Date ………………………