



**OUR LADY STAR OF THE SEA
PRIMARY SCHOOL**

Social Networking Policy

Use of social networking sites outside of work.

Modern Communications technology offers individuals, wherever they are worldwide, the opportunity to exchange information and opinions, to get to know one another and to inform communities. This is clearly a positive development, encouraging debate and better understanding between people. Well known examples of this exciting new media are provided via websites such as Facebook and Myspace.

Used properly, social networking sites such as Facebook are a great way to find old friends, join interest groups and share information. However, all governors and employees of Our Lady Star of the Sea Roman Catholic Primary School should note that anything posted on a social networking site is in the public domain.

It is important for all individuals to be mindful of the effect that statements, pictures or any other form of media which can be accessed by others, may have on the School. These types of statements could either be in print form, photographic or video footage. Any defamatory or damaging statements which refers to or affects Our Lady Star of the Sea Roman Catholic Primary School, its service users, and staff, maybe subject to potential proceedings under civil or criminal law and Our Lady Star of the Sea Roman Catholic Primary School's own regulations.

Our Lady Star of the Sea Roman Catholic Primary School's advice to staff is therefore to exercise sensible restraint when engaging in discussion or other types of exchange using these media.

What may be considered to be letting off steam about a situation within a working environment can be potentially read by someone who may take offence at the content of a posting. You should be aware from any person, either within or outside Our Lady Star of the Sea Roman Catholic Primary School, citing, incidences of misconduct in this context, will have to be investigated through

the available disciplinary procedures (severity of the situation, may result in immediate dismissal). In addition, such misconduct maybe subject to action according to civil or criminal law.

As an employee of Our Lady Star of the Sea Roman Catholic Primary School you have a responsibility to represent the organisation when referring to or acting on our behalf. Acting in a manner likely to be considered inappropriate maybe considered for potential disciplinary action.

Please remember like any other media it is important to use it sensibly and with respect for others.

In addition the school management strongly advises school employees **not to**:

- have pupils or past pupils as 'friends'
- discuss work related issues
- post pictures linked with work or pupils

Policy agreed:

Date: Headteacher:

Date: Chair of Governors: