

Social Media Guidelines

The main aim of this school 'Social Media Guidelines Policy' is to keep everyone within the school community safe and within the law. These guidelines are divided into three separate sections directed at staff, parents and pupils.

Staff Requirements:

- Not requesting or accepting friend requests from current pupils or ex pupils under the age of 18 years
- Notifying parents if a student sends a friend request
- Using extreme caution when corresponding with parents and students and using only the school email address or school work flow systems for such communication. It is advisable to phone parents direct as a first port of call
- Not discussing anything other than school related work when using the school email or other agreed school work flow systems/school social media sites
- Only discussing things by email that you would be happy to be attributed to you as a teaching professional
- If placing school photos of students on school email/school website/school social media sites, ensuring that you have permission from parents to do so (Contact school office if in doubt).
- Using the tightest privacy setting possible

If as a staff member you are using your own social media account you must be mindful not to:

- Bring the school into disrepute
- Lead to valid parental complaints
- Be deemed as derogatory towards the school and/or its employees
- Be deemed as derogatory towards pupils, parents/carers
- Bring into question their own appropriateness to work with children

(As part of our enrolment process parents provide or deny permission to the school to use school related student photographs for information and promotional purposes (newspaper articles, prospectus, website, school facebook page etc). This does not give individual teachers permission to use such material on other non-school related social media platforms).

Parental Requirements:

- Not posting school related photos, videos or comments that include other students at the school without permission of parents of other students *(Parents do not have permission to take photos of any school related events)*

- Raising queries, concerns and complaints directly with the school rather than posting them on social media – whether on own pages, in closed groups (eg groups set up for school parents to communicate with each other) or on schools pages
- Not posting anything malicious about the school or any member of the school community

Student Requirements:

- Not join any social media networking sites if they are below permitted age(13 years for most sites including Facebook and Instagram)
- Tell parents if using the sites and when they are online
- Be aware of how to report abuse and inappropriate content
- Not access social media on school devices or on their own device while at school
- Not make inappropriate comments(including in private messages) about the school, teachers or other students
- Not to make friend requests on teachers personal social media accounts

How will Colaiste Pobail Naomh Mhuire Social Media Guidelines be enforced?

Any breaches of the Social Media Guidelines Policy by staff, parents or students will be taken very seriously by the school.

Depending on the nature and level of the incident the following approaches may be taken by the school.

- Meeting to outline/inform nature of inappropriate use of social media. Request to remove inappropriate content etc
- Dealt with in line with Code of Behaviour (student breach)
- Dealt with in line with Anti- Bullying Policy
- Report to Tusla
- Report to Gardaí
- Report to Cork Education and Training Board