

## 1. Policy Statement

- 1.1 Barnton Community Nursery and Primary School recognises the increasing popularity of social networking websites and mobile phone applications and the respective problems that they pose with regard to misuse and the security of personal information for both staff and pupils.
- 1.2 Access to social networking sites using the school hardware or network can now be accessed by the Headteacher, to administer our Facebook and Twitter accounts.
- 1.3 Staff are not permitted to use social networking sites to contact pupils or parents and any contact made must be reported to the Headteacher.
- 1.4 It is the responsibility of all staff to encourage and educate pupils and staff alike to use the internet responsibly and safely.
- 1.5 The school may exercise its right, including by electronic means, to monitor the use of the schools' computer systems, including the monitoring of web-sites visited, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorized use of the schools' computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorized or unlawful.
- 1.6 Where misuse of the system is suspected the IT Manager will immediately remove the user's access rights pending an investigation.

## 2. Policy Declaration

I agree to the following:

- To behave in a sensible and responsible way when using social networking sites and not being seen to bring the school or myself into potential disrepute by the type of postings I make.
- To ensure that posts I make, or comment upon, do not cause conflict between groups/individuals in our community.
- To report any contact made by pupils on social networking sites to the Headteacher.
- To encourage pupils and staff to use the internet responsibly inside and outside of school.

Name:.....

Date:.....

Signed:.....