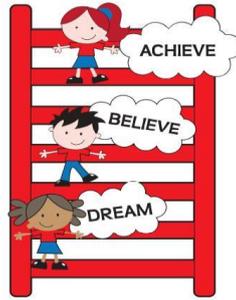


Chaucer Junior School Facebook & Twitter Policy



1. Introduction

The Chaucer Junior School Facebook & Twitter pages (known as the pages) from here-on) is run in partnership by the school and the parents. It is managed by a Online Safety Group, which falls under the responsibility of the Governor's Resource Management Committee.

The pages are designed to:

- Inform, engage and communicate with parents, carers and other interested parties.
- Recognise, celebrate and promote the work of the school and its students.
- Communicate and reinforce school policies and good practice.

Postings will include updates on everyday school life, activities, clubs, events, useful information and websites, advice, suggestions, songs, books and photos of activities.

2. Posts and Comments

2.1. The Online Safety Group will decide on and authorise administrators that will be responsible for updating the pages on a regular basis. The administrators will communicate in a positive, accurate, respectful and responsible manner. They will uphold and promote the values of the [school vision statement](#) at all times.

2.2. All parents and carers are also welcome to post their thoughts and ideas on the pages, and to like, share and comment on postings. We would request that they do so in a similarly positive, respectful and constructive manner.

2.3. If followers have any specific concerns, particularly related to their own or other child/children, we ask that they do not post these on the pages timeline and encourage them to speak directly to the Head/Class teacher.

2.4. Under no circumstances should any child/children be named or described on the pages. This is due to data protection and the legal responsibility we have to keep the children safe.

3. Photographs and videos

3.1. Parents are asked to fill in a permission form for the school to use their child's photograph on school publicity materials including the school Facebook pages.

3.2. Only authorised administrators have permission to upload photographs and videos on to the pages. This is because they are aware of the parental permissions held by the school.

3.3. No-one else is permitted to post any photographs or videos on to the pages. The setting allowing people to post or tag photos will be turned off.

3.4. No children will be tagged or named in relation to a photo directly on the pages. However, there may be links to the [school website](#) or to third party articles (eg. Tavistock Times) where children may be photographed and named.

4. Site moderation

4.1 The pages will be moderated daily by administrators that are authorised by the Head Teacher.

4.2 All visitors to the pages are asked to inform the Head Teacher / parents' forum of any inappropriate comments, behaviour or concerns they have relating to the pages.

4.3 The pages profanity filter will be set to 'strong'.

4.4 We encourage parents and carers to post regularly on the pages. The Facebook private message facility will be turned off.

5. Misuse

5.1. In the event that an inappropriate or offensive comment is made it will be recorded by an administrator (screen shot) and brought to the urgent attention of the Head Teacher.

The Head Teacher will speak to the individual(s) involved and explain the purpose and those of the pages, and why their comment / behaviour is inappropriate or offensive. We will ask the individual to remove the posting. Ultimately, the School Online Safety Group reserves the right to remove any comments that are deemed inappropriate.

5.2. In the event that a child is described or named (whether in the main post or within comments), it will be recorded by an administrator (screen shot), immediately deleted and brought to the urgent attention of the Head Teacher.

5.3. In the event that an inappropriate or offensive comment is made by someone who is unconnected to the school, the Head Teacher will respond accordingly. The response will depend on the content of the post but may include contacting the user via private message, deleting the comment and banning the user, or reporting the post to relevant external bodies.

5.4. If any individual repeatedly makes inappropriate comments (two times or more), the Online Safety Group has the discretion to ban the offending individual from the pages and (where appropriate) report the offender to relevant external bodies.

6. Restrictions

6.1. The pages is designed as a communication tool to engage with parents and carers. It is therefore restricted to people over 18 years of age.

6.2. Where a parent is under 18 years old, permission will be granted at the discretion of the Head Teacher.

6.3. The Head Teacher also has the discretion to remove or ban any followers that are known to be under 18 years old. The minimum age for facebook is 13 years old and school would report any children using facebook below this age.