

Chestnuts Primary School

Twitter (Social Media) Acceptable Use Policy

Adopted by: Chestnuts

Dated: October 2014 (Annual Review)

Signed: (Head Teacher)

Dated:

Date of Issue: October 2014

Next Review (Annually)

Reviewed: October 2014

Status: This policy is reviewed every year by the school leadership team

CHESTNUTS PRIMARY SCHOOL

Twitter (Social Media) Acceptable Use Policy

Introduction

Chestnuts Primary School recognises that access to school Twitter accounts (and future emerging social media networks) gives pupils and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping pupils develop 21st-Century technology and communication skills.

To that end, we provide access to technologies for pupil and staff use. This Twitter Acceptable Use Policy outlines the guidelines and behaviours that users are expected to follow when interacting with any school Twitter accounts, including via: 'hashtagging'; linking to a school account using the '@' sign eg. '@TMBSScience'; making mention of, via direct quotes or through Tweets modified in any way ('MT'); quoting (including direct/edited screenshots); 'DM' (direct messaging); 'retweeting' or making a Tweet a 'favourite'.

- School Twitter accounts are intended for educational purposes.
- All activity over Twitter may be monitored and retained.
- Pupils are expected to follow the same rules for good behaviour and respectful conduct on Twitter as offline.
- Misuse involving school Twitter accounts or any accounts either 'following' or being 'followed' by a school Twitter account can result in disciplinary action.
- We make a reasonable effort to ensure pupils' safety and security online, but will not be held accountable for any harm or damages that result from misuse of a school Twitter account.
- Users of Twitter and followers of a school Twitter account are expected to alert The Head Teacher immediately of any concerns for safety or security.

Technologies Covered

Chestnuts Primary School may in future provide internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more that facilitates the use of and access to the Twitter service. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All Twitter accounts established by the school are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Access

Chestnuts primary School at the time of writing does not provide its pupils with access to Twitter. That access will be restricted in compliance with regulations and school policies. Browsing of Twitter during normal operative school hours may be monitored and Twitter activity records may be retained indefinitely. Where possible in a school setting devices and tools will be provided by the school. Staff should avoid using their own personal equipment.

Pupils are expected to respect that the restriction of access to Twitter on school grounds is a safety precaution, and should not try to circumvent it when accessing the internet at any point during the school day. If a person is seen to be interacting with a school Twitter account and a user of the internet believes they shouldn't be, the user should follow protocol to alert a trusted member of staff.

Parents/carers will be advised that it would be useful if they create their own Twitter account, so that they can monitor their child's activity.

Twitter accounts

The school may, in future, provide staff with access to Twitter accounts for the sole purpose of school-related communication. Availability and use may be restricted based on school policies.

If staff and pupils are provided with access to Twitter accounts, they should be used with due care. Staff and pupils should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy and/or subject leaders.

Staff and pupils will be expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Twitter posts may be monitored and archived indefinitely.

Staff and pupils should refer to the various 'Acceptable Use of ICT Policy for further clarification.

Social/Collaborative Content

Recognising that collaboration is essential to education, the school may provide limited access to Twitter or other tools that allow communication, collaboration, sharing, and messaging amongst its users.

Staff and pupils are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Staff and pupils should be careful not to share personally-identifying information online.

Mobile Devices Policy

The school may in future provide staff and pupils with mobile computers or other devices to promote learning both inside and outside of the classroom. Staff and pupils should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Staff and pupils are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices, including use of the school network, may be monitored. Personal mobile phones must not be used in classrooms and public areas.

Personally-Owned Devices

At the time of writing pupils are not allowed to use personally-owned devices (including laptops, tablets, iPads and smartphones) at any time during school hours to access Twitter as such use interferes with the delivery of instruction by a teacher or member of staff or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school Twitter accounts. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using to access Twitter might be infected with a virus, please alert the ICT department within the school. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over Twitter or onto school resources without express permission from ICT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

- Users should always use Twitter, the internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognise that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

- Users should not plagiarise (or use as their own, without citing the original creator) content, including words or images, from a school Twitter account.
- Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via Twitter should be appropriately cited, giving credit to the original author.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission.
- Users should recognise that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send/favourite/retweet Tweets, media, emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Staff and pupils should refer to the Anti-Bullying Policy and relevant advice sheets for further clarification.

Examples of Acceptable Use

I will:

- Use the school Twitter accounts for school-related activities and research.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school Twitter accounts carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies via school Twitter accounts.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) on a school Twitter account.
- Use school Twitter accounts at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognise that use of school Twitter accounts are a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school Twitter accounts.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school Twitter accounts.

Examples of Unacceptable Use

I will not:

- Use school Twitter accounts in a way that could be personally or physically harmful to me or others.
- Link to, 'mention' or 'hashtag' a school Twitter account with inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others – staff, pupils or any organisations or individuals 'followed' by a school Twitter account.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use a school Twitter account to send spam or chain mail.
- Plagiarise content I find linked to a school Twitter account.
- Post personally-identifying information, about myself or others on a school Twitter account.
- Agree to meet someone I find online through a school Twitter account in real life.
- Use language on a school Twitter account that would be unacceptable in the classroom.
- Use a school Twitter account for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

The school will not be responsible for damage or harm to persons, files, data, or hardware. While the school employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The school will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases.
- Notification to parents/carers in most cases.
- Detention, internal isolation or temporary exclusion from school and school-related activities.
- Training on safe and acceptable use of ICT.