



## **Facebook Page – Code of Conduct, September 2018**

Our intent is to use this digital means to find new ways to connect and communicate with the members of our school community. Our Facebook page, 'Hartwell Primary School', allows our community to keep up to date with activities through a medium preferred by many. Our Facebook page is a place where we build our community by building school spirit and raising our public profile within our community.

### **Users of the page**

All users interacting with Hartwell Primary School Facebook page should do so with due regard to all information on this page being open to the public domain.

*People under the age of 13 years are prohibited by Facebook's Terms and Conditions from creating an account, therefore Hartwell Primary School Facebook page is a forum for adults to communicate and demonstrate appropriate and positive online behaviour. If a pupil interacts with Hartwell Primary School Facebook page, the school will be informed and parents notified.*

### **Safeguarding**

Hartwell Primary School operates the following policy regarding the use of photographs on the Internet, to ensure the privacy and safety of pupils at the school:

1. Where pupils are named, only their first names are given.
2. Where a pupil is named, no photograph of the pupil is displayed.
3. Where a photograph is used which shows a pupil, no name is displayed.

By observing these points, the school ensures that visitors to Facebook cannot link images of pupils to names of pupils. When choosing photographs, the school is mindful of the way pupils may appear in them, and will not include images that are in any way inappropriate.

The school follows a policy of seeking parents' permission before using images that show pupils on the internet. No names or photos will be published of any child without first being checked that the 'post' is appropriate and the correct permissions are in place. This is checked by the school's Head or Deputy Head, or Mrs Morley, school office. No other private information about pupils is ever published on Facebook such as surnames or contact details.

### **Interaction**

Visitors to the Facebook page will be able to comment on posts and on comments by other users. Users will also be able to 'like' a post or comment. Users will not be allowed to publish posts, photos or videos. Visitors who interact with our Facebook page with content on their profile deemed inappropriate by the Headteacher will be blocked and relevant agencies informed, if appropriate.

Please remember that some things are best dealt with privately. Issues involving any of our pupils, staff or members of the parent community **must not** be communicated via Facebook. We also ask that you do not use the names of any pupils, staff or any other members of the parent community in any posting. We reserve the right to block access by anyone who abuses our trust.

Any inappropriate content should be reported immediately to the Headteacher.

### **Actions resulting from any breaches of this Code of Conduct**

The Hartwell Primary School reserves the right to ban/block any user from interacting with its Facebook page for breaches of this Code of Conduct. *When posting, use good judgment – regardless of your privacy settings, assume that all of the information you have shared on your social media is public information.*