

Expanding Our World and Protecting Our Values

As an organisation with a commitment to quality of education and the safety of our pupils, as well as the preservation of our reputation as a school, the standards for appropriate online communication at Lepton C of E J, I & Nursery School are high. While we respect the right of pupils, employees, parents, carers, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our pupils, staff, parents and carers at all times.

Faculty Use of Social Networking Sites

Lepton C of E J, I & Nursery School respects the right of employees, pupils, parents and carers to use social media and networking sites, as well as personal websites and blogs, but it is important that employees, pupils, parents and carers personal use of these sites does not damage the School's reputation, its employees, or its pupils or their families. Employees, pupils, parents and carers should exercise care in setting appropriate boundaries between their personal and public online behaviour, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. The School strongly encourages all employees, pupils, parents and carers to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

When using a social media site, staff may not include current pupils as "friends," "followers," or any other similar terminology used by various sites. Additionally, staff should adhere to the following guidelines, which are consistent with the School's workplace standards on harassment, pupils relationships, conduct, professional communication, and confidentiality:

Staff should not make statements that would violate any of the School's policies, including its policies concerning discrimination or harassment;

Staff must uphold the School's value of respect for the individual and avoid making defamatory statements about the School, its employees, its pupils, or their families;

Staff may not disclose any confidential information of the School or confidential information obtained during the course of his/her employment, about any individuals or organisations, including pupils and/or their families.

If the School believes that a staff's activity on a social networking site, blog, or personal website may violate the School's policies, the School may request that the staff member cease such activity. Depending on the severity of the incident, the member of staff may be subject to disciplinary action.

Pupil, Parent/Carers Use of Social Media

First and foremost, pupils and parents/carers are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Lepton C of E J, I & Nursery School community and beyond.

Pupils and parents/carers who participate in online interactions must remember that their posts reflect on the entire Lepton C of E J, I & Nursery School community and, as such are subject to behavioural standards.

Pupil and parents/carers are expected to abide by the following:

To protect the privacy of Lepton C of E J, I & Nursery pupils and school, pupils, parents/carers may not, under any circumstances, create digital video recordings of Lepton C of E J, I & Nursery School community members either on school grounds or at off-school grounds for events for online publication or distribution.

Pupils and parents/carers may not use social media sites to publish disparaging or harassing remarks about Lepton C of E J, I & Nursery School community members, athletic or academic contest rivals, etc.

Pupils and parents/carers who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at Lepton C of E J, I & Nursery School, may result in disciplinary action as determined by the Head teacher.