

## Use of mobile phones

All staff within schools using mobile phones should be aware that using a mobile phone inappropriately could result in disciplinary action

- Smartphone devices should only be connected to the school Wifi network after consent from the SLT.
- Access to the network should only be permitted after the individual has signed a declaration to the effect that they have read and will comply with the school Acceptable Use Policy.
- SLT should insist that all adults, staff, volunteers and helpers, do not use their own mobiles in class at all. If a text or an e-mail needs to be sent then it must be done away from the class and the task actioned in a designated area.
- Staff should not have their personal phones on their desk during lesson and the phone should be kept safe in a designated staff area with the key lock code activated.
- During lunchtimes and when not on duty, members of staff are free to use their personal mobile devices in designated staff areas only, either over 3G (or school Wifi if permitted) If members of staff use their equipment in this way they are still expected to follow professional standards when doing so.
- Staff must not use the camera on their phone to take photographs of students whilst on any school business. Staff should always use school owned cameras and adhere to the schools policy on photography and data protection.
- Staff should not use their private mobile phones as a method of communication with students at any time. This includes giving their personal home or mobile phone numbers to pupils to allow those pupils to contact them.

“Communication between adults and children, by whatever method, should take place within clear and explicit professional boundaries.

Adults should not share any personal information with the child or young person.

They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role.

Adults should ensure that all communications are transparent and open to scrutiny.”

DfE 2007

If you require any further guidance please contact your designated Child Protection Lead or contact :

**Debbie Peacock**

**Child Protection—Schools**

**[Debbie.peacock@derbyshire.gov.uk](mailto:Debbie.peacock@derbyshire.gov.uk)**

## The Use of Electronic Communication and Social Media for School Staff



This leaflet will offer some guidance about how to avoid the potential dangers of social networking and provide a context for responsible, professional use of electronic communication and social media.

## The purpose of this guidance

The increasing popularity of social media has allowed many teachers and other school support staff to enhance their classroom practice, introducing their pupils to new tools and delivering the curriculum in innovative and engaging ways. The majority use these tools to do so without encountering any difficulty. However, all school staff should be aware of the many challenges and ramifications associated with the use of electronic communication and social media in and outside of school.

## Aims

This guidance aims to provide balance to support innovation whilst providing a framework of good practice. This will:

- Ensure staff have the information to protect themselves from allegations
- Protect the school from legal risks
- Ensure that the reputation of the school, its staff and governors is protected
- Safeguard all children

## What is social networking?

Social networking is a platform to build social networks or social relations among people who, share interests, activities, backgrounds or real-life connections. These online communications and social media include software, applications, e-mail and websites, which enable users to interact, create and exchange information online. This content may include text, pictures or video and sometimes combinations of all three. Increasingly these sites and services are accessed and updated through mobile devices rather than desktop or laptop computers.

## School-sanctioned social media

When using social media for educational purposes, the following practices must be observed:

- Staff should set up a distinct and dedicated social media site or account for educational purposes. This should be entirely separate from any personal social media accounts held by that member of staff, be age appropriate and should be linked to an official school email account.
- All proposals for using social networking applications as part of a school service (whether they are hosted by the school or a third party) must be approved by the Headteacher first.
- Care must be taken that any links to external sites from the account are appropriate and safe.
- Staff must not publish photographs of children without written parental consent, identify by name any children featured in photographs, or allow personally identifying information to be published on school social media accounts.
- Any inappropriate comments on or abuse of school-sanctioned social media should be recorded, removed and reported to a member of SMT.
- Staff should not engage with any direct messaging of students through social media where the message is not public.
- Any use of social networking must not breach any school policies.
- Social media must not be used for the promotion of personal financial interests, commercial ventures or personal campaigns
- Any breaches of the social media policy must be reported to the Headteacher or Child Protection Lead immediately

“Adults should be circumspect in their communications with children and young people so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.”

DfE 2007

## Personal use of social media

When using social media for personal use the following should be observed:

- You will not invite, accept or engage in communications with parents or students from the school community in any personal social media
- Any communication received from children on any personal social media sites must be reported to the designated person for Child Protection
- If you are aware of any inappropriate communications involving any child in any social media, these must immediately be reported to the designated person for Child Protection
- You are strongly advised to set all privacy settings to the highest possible levels on all personal social media accounts
- All email communication between staff and members of the school community on school business must be made from an official school email account
- Staff should not use personal email accounts or mobile phones to make contact with members of the school community on school business, nor should any such contact be accepted.
- You are advised to avoid posts or comments that refer to specific, individual matters related to the school and members of its community on any social media accounts
- Staff are also advised to consider the reputation of the school in any posts or comments related to the school on any social media accounts
- Staff should not accept any current pupil of any age or any ex-pupil of the school under the age of 18 as a friend, follower, subscriber or similar on any personal social media account
- School email addresses should not be used for setting up personal social media accounts
- You should not use social media and the internet in any way to attack, insult, abuse or defame pupils, their family members, colleagues, other professionals, organisations or the school.
- Staff should not add their school email account to their personal equipment as there is insufficient encryption and this could lead to a data breach.