

AL RAYYAN SCHOOL

SOCIAL MEDIA AND COMMUNICATIONS POLICY

Contents

INTRODUCTION	2
SCOPE	2
POLICY	2
STAFF MEMBER RESPONSIBILITIES.....	3
PERSONAL USE OF SOCIAL MEDIA.....	3

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SOCIAL MEDIA AND COMMUNICATIONS POLICY

INTRODUCTION

Mobile Phones and electronic devices provide a range of access to social media tools that allow users to interact with one another, for example social networking sites such as Facebook and Twitter.

This policy sets out the principles that Al Rayyan School staff and students are expected to follow when using Mobile Phones or other electronic devices.

The purpose of this policy is to:

- Prevent unacceptable use of mobile technology by students
- Safeguard the students and staff from undesirable materials, filming, intimidation harassment or unwanted communication
- Ensure that the reputation of the of school, it's staff and governors is protected

SCOPE

1. This policy applies to all students attending Al Rayyan School, to Al Rayyan School's governing body, all staff, volunteers and parents, carers and visitors whilst they are on the school premises.
2. For the purposes of this policy all references to 'mobile device' should be taken to include (but not exclusively) mobile phones, tablets and cameras, even those which do not incorporate communications technology.

PRINCIPLES – BE RESPONSIBLE AND RESPECTFUL

POLICY

3. The school accepts that there may be particular circumstances in which a family wishes their child to have a mobile device for their journey to and from school. As a result students may bring mobile devices in to school but they do so at their own risk.
4. Al Rayyan School does not accept any liability for any devices that students bring to school that may become lost, stolen or damaged.
5. As mobile devices are not normally used in school the school rule is that they must be 'not seen and not heard'.
6. It is recommended that mobile devices are switched off and put in to student's bags during the school day.
7. This rule applies at all times once students enter the school site. Devices must not be used without permission either in lessons or during social times (before school, break time, lunchtime, after school and between all lessons).
8. Students are also not allowed to have earphones in their ears whilst on the school site, including in lessons.
9. The only times devices will be allowed are:
 - a) When in a lesson a member of staff gives student(s) explicit permission to use devices to enhance their learning
 - b) When a member of staff is standing next to a student and gives them explicit permission to use a mobile phone (for example to call family)
10. It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission
11. Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents will normally be informed and the Governing Body may be notified.

SOCIAL MEDIA AND COMMUNICATIONS POLICY

STAFF MEMBER RESPONSIBILITIES

12. Al Rayyan School is committed to ensuring that all staff members provide confidential services that meet the highest standards. All staff members are bound by a legal duty of confidence and other laws to protect the confidential information they have access to during the course of their work.
13. Information staff members have access to as part of their employment, including personal information about students and their family members and colleagues must not be discussed on their personal webpage or on social media
14. Al Rayyan School permits limited use of the intranet on school premises only to access material and resources to support learning in the classroom.
15. The school may take photos of students and staff members at school events only with the prior permission from the parent/carer of the students.
16. Photos taken at school events may be uploaded to the school website, printed on school leaflets/flyers and school newsletters only where permission has been given by the parent/carer of a student.
17. Any breach of this policy by a member of staff may lead to disciplinary action being taken against the staff member/s involved in line with Al Rayyan School's Disciplinary Policy and Procedure.

PERSONAL USE OF SOCIAL MEDIA

18. Staff members and students are strongly advised to ensure that they set the privacy levels of their personal sites as strictly as they can and to opt out of public listings on social networking sites to protect their own privacy.
19. Staff members and students should keep their passwords confidential, change them often and be careful about what is posted online; it is not safe to reveal home addresses, telephone numbers and other personal information. It is a good idea to use a separate email address just for social networking so that any other contact details are not given away.