

Social Media Policy

1. Introduction

- 1.1. Published guidance for the safe use of social networking sites most commonly relates to young people. Whilst most of this also holds true for adults, there are some additional points that should be considered by adults working with young people.
- 1.2. As a teacher, you are entitled to a social life just like anyone else but it should be noted that, within your school community, you will always be a teacher linked to the school.
- 1.3. Staff should always remember that information published to their social networking sites may be read by the Headteacher, other staff, parents or students.

2. Scope and Expectations

- 2.1. This procedure is applicable to all trainees working within the Mid Essex ITT
- 2.2. All trainees must meet Part 2 of the Teachers' Standards – Personal and Professional Conduct.

3. Guidance:

- 3.1. Separate personal from professional:
Decide from the start how you will use your account and the sort of information it will contain. If appropriate, you could create two different accounts.
- 3.2. Protect your information:
Make sure you understand the privacy settings and can restrict access to information you consider personal.
- 3.3. Think about your profile picture:
Facebook will display your profile picture even when your information is set to private. It will also show some of your friends' profile pictures.
- 3.4. Think about what you are publishing:
Although you may have set strict privacy controls, the information could still be shared by one of your 'friends'. It is sensible to think that, once published, the information is no longer private.
- 3.5. Be professional:
Do not discuss your school, colleagues, parents or students.
- 3.6. Watch who comments:
Although you might be careful with what you are posting, it is possible that you may receive inappropriate comments, pictures or videos from your contacts.
- 3.7. Protect your image:
Many sites now encourage you to name (tag) people that appear in uploaded photographs. These tags can be indexed and the original photographs displayed in search results. Even though you don't post pictures you may find that your friends do.
- 3.8. Talk to your friends and contacts:
If it is a personal site, they should understand the need to keep your information private and not post inappropriate or potentially embarrassing comments, pictures or video on an open site. If it is a professional site, they need to understand why you may not add them as friends or, if added, the types of posts or comments that are acceptable.
- 3.9. Students are not online friends:
It would be considered inappropriate to add students as friends on a personal site, the same could apply to parents. If you are looking to engage with the school community online then consider setting up a school account that can be open and managed by several members of staff.
- 3.10. If in doubt, seek the advice and guidance of the MEITT staff.