

2014

Social Networking Policy

Blackwood Comprehensive School
Ysgol Gyfun Y Coed Duon

This document contains the specific policy and associated information relating to Social Networking at Blackwood Comprehensive School.



Responsible Staff Members Mr R K Pawar (Head)
Mr C Lewis (Assistant Head)



The use of online social networking sites (e.g., Facebook, Myspace, Bebo etc) has become a very significant part of life for many people. They provide a very positive way to keep in touch with friends and colleagues, and can be used to exchange ideas and thoughts on common interests, both personal and work-related. There have been occurrences where these services have been used for less positive reasons or used for a substantial length of time during working hours, hence the need for formal guidance. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guidelines exist, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of Blackwood Comprehensive School. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of Blackwood Comprehensive School.
- Information published on your blog(s) should comply with Blackwood Comprehensive School Data Protection Policy. This also applies to comments posted on other blogs, forums, and social networking sites.
- Be respectful to Blackwood Comprehensive School employees, partners, pupils and the LA and consortium.
- Social media activities should not interfere with work commitments.
- Your online presence reflects Blackwood Comprehensive School. Be aware that your actions captured via images, posts, or comments can reflect that of the organisation.
- Do not reference or Blackwood Comprehensive School staff, partners, or pupils without their express consent.
- Respect copyright laws, and reference or cite sources appropriately.
- Blackwood Comprehensive School logos may not be used without written consent.
- Viewing and updating personal sites must not take place during working hours.
- Sites should not be used to verbally abuse staff or students. Privacy and feelings of others should be respected at all times. Employees should obtain the permission of individuals before posting contact details or pictures.
- Care should be taken to avoid using language which could be deemed as offensive to others.
- An employee should not disclose confidential information relating to his/her employment at Blackwood Comprehensive School
- Sites should not be used for accessing or sharing illegal content.
- Staff MUST NOT accept pupils as friends on any social network sites.

Any serious misuse of social networking sites that has a negative impact on Blackwood Comprehensive School may be regarded as a disciplinary offence.