



Social Media Policy

Loreto Secondary School, St Michael's
64370T

Within a positive environment based on Christian values, and with a strong social justice focus, St. Michael's students are encouraged to avail of all opportunities to develop to their true creative, academic, personal and spiritual potential.

Rationale

This policy has been developed in line with the school's mission statement and the Mary Ward schools compass. It aims to create and manage responsive and effective ways to enable the students of Loreto Secondary School, St Michael's to engage safely and ethically with social media and emerging technology. This is to ensure the integrity of relationships while raising awareness around respect for the individual and the safety of those engaging with these communication tools during their everyday interactions.

Scope

This policy applies to the entire school community. Due to the diverse nature of access to Social Media the scope of this policy may extend to interactions or actions outside school where such actions adversely impact a member of the St Michael's community, the reputation of the school or show actions that are clearly in breach of the school's code of behaviour and associated policies.

Related Documents

- School Code of Behaviour
- Anti bullying policy
- Internet acceptable use policy
- Internal communications policy
- Teaching Council: Guidance for Registered Teachers About the Use of Social Media and Electronic Communication

Related Legislation

- Video Recordings Act
- Interception Act
- Child Trafficking and Pornography Act
- General Data Protection Regulation
- The Data Protection Act 2018

School's strategy

This policy aims to create a set of guidelines that will:

- Allow students to engage with social media safely and responsibly
- Protect the integrity and good name of all members of the Loreto Secondary School, St Michael's community from online abuse.
- Outline behaviours which are unacceptable and the consequences of these.
- Provide guidance for students on the appropriate use of social media

Use of social media by students

Use of social media sites by students in school is governed by Loreto Secondary School, St Michael's internet acceptable use policy for students. Outside school it is the responsibility of the individual students and their parents/guardians to ensure safe and appropriate interactions on social media.

Use of social media sites in school by teachers

Use of social media sites by staff in school is governed by *Loreto Secondary School, St Michael's Internet Acceptable Use Policy for Staff* and the recently published 'Guidance for Registered Teachers About the Use of Social Media and Electronic Communication' from the Teaching Council.

Managing complaints and concerns

Public forums such as posts on social media platforms, websites or otherwise are not deemed appropriate for communicating concerns or complaints regarding school related issues. In the best interests of the privacy of the student(s) involved, parents, guardians and students should follow school complaint procedures if any issues of concern arise.

Unacceptable uses of Social Media sites

Users are responsible for their own behaviour when communicating via social media. However they will be held accountable by Loreto Secondary School, St Michael's for the content they post on social media or public forums when such content has an impact on our school community.

Unacceptable use of Social Media sites will include (but are not limited to):

- Sending or posting discriminatory, harassing, negative comments, threatening messages or images that may cause harm to any member of the school community.
- Forwarding or 'Liking' material that is likely to cause offence or hurt to a third party.
- Posting another person's personal data, such as address, telephone numbers or picture*.
- Sending or posting messages or material that brings the reputation of Loreto Secondary School, St Michael's into disrepute. This includes the posting of inappropriate media while in school uniform.
- Creating a fake profile that makes representation for or that impersonates any member of the school community or the school itself.
- Making representation on behalf of the Loreto Secondary School, St Michael's via a verbal statement and/or written comment without prior permission from the Board of Management.
- Sending, sharing or posting material that is deemed confidential to the school.
- Uses that violate copyright law or intellectual property rights.
- Participating in the viewing or exchange of inappropriate images or obscene material. Please note such incidences can result in other organizations being contacted such as An Garda Síochána and TUSLA

**Inline with data protection laws and guidelines*

If an incident occurs

Any concerns regarding the above can be reported to the Principal / Deputy Principals / Year Heads / Classroom Teachers. Such reports will be fully and confidentially investigated, and if necessary the appropriate sanctions/inventions taken. If deemed necessary other organizations such as An Garda Síochána and TUSLA will be contacted.

Sanctions

All cases involving the inappropriate use of social media that impacts a member of our school community will be dealt with on an individual basis in line with the school's code of behaviour.

School Social Media

Designated school personnel monitor the school's social media platforms and report any concerns to the Principal/Deputy Principals.

Review

The effectiveness of this policy will be monitored by the Principal and Deputy Principals and will be reviewed every year, when needs arise or upon publication of any relevant government guidelines.

Ratification

Chairperson, BOM

Principal

Date

Date

Guidelines for safe use of social media for students

- Be cautious about identity and selective about who you ‘friend’. Everyone online is not always who they say they are,
- Be selective, only accept ‘friend requests’ from people you know in ‘real life’,
- You should never post personal details or the details of others such as phone numbers, email addresses or home addresses.
- Never share your ‘live location. Remove tagging permissions.
- Your full date of birth can be used as an identifier, never share it.
- Keep privacy settings up to date on social networking sites.
- Keep passwords and log-in details private and secret even from close friends.
- Block or ‘unfriend’ people who are not being friendly and respectful. Screenshot the incident and report it immediately
- Be mindful of your digital footprint. Take care when posting comments and uploading photos.
- Remember to log out after using public computers, such as shared chromebook.

Guidelines for safe use of social media for Teachers