

Social Media Policy

Coláiste Íde



Preamble

A Social Networking Policy was devised in 2013 to ensure that an effective system was in place and to ensure that it meets demands of current legislation: The Department of Education and Skills Acceptable Use Policy (APU); European Council Guidelines (2003); The Data Protection Act (1998, 2003). This policy is directly linked to the :The Code of Behaviour; The Computer Policy, The Anti Bullying Policy.

The Social Media Policy was reviewed in 2016 after consultation with our guest speaker.

Scope

This policy applies to the behaviour and attitudes of the girls of Coláiste Íde whilst wearing the school uniform, while representing the school and taking part in events within and outside the school. It relates to all school activities while representing the college.

A high standard of excellent behaviour is always expected from all girls.

Relationship to the college's mission and ethos

This policy has been developed in line with the ethos of the Trustees of Coláiste Íde as stated in our mission statement. Coláiste Íde provides a safe, secure learning environment that promotes a sense of mutual respect among all members of the college community. The main aim of the college is the development of the "whole person". This means the development of all aspects of life – social, spiritual, intellectual, aesthetic, physical, creative and moral. It is our aim to prepare our girls to take their place in society as responsible citizens by helping them to:

- Develop themselves fully, physically, spiritually, mentally and emotionally according to each girl's talents
- Respect themselves, others and God
- Respect our Irish heritage – our country, our language and our traditions
- Have proper values to guide them for life

Rationale

A high level of courtesy and consideration for others is necessary among the college community. Interventions and sanctions will be put in place regarding behaviour, which is ill mannered, disruptive or dangerous.

Aims

The main aims of the policy are

- To provide a safe learning environment for our girls by promoting a sense of mutual respect among all members of the school community.
- To have effective procedures in place which will ensure the day to day running of the school and which meet the demands of current legislation.
- To promote good behaviour and self-reflection.
- To allow for the active, effective, appropriate involvement of all college personnel.
- To discuss the policy with parents, girls, staff and the school management and outline its advantages.
- To emphasize the promotion and acknowledgement of good behaviour and the acknowledgements that follow.
- To outline the interventions to be used when a girl does not co-operate repeatedly.

Roles and Responsibilities

The Board of Management is responsible for ratifying the policy and all staff of the college community are responsible for implementing the policy

Girls- Guidelines

All girls are expected to observe and apply the policy, which will be signed at the beginning of each year

- Each individual girl is fully responsible for her own actions on any social network medium
- All personal passwords must remain private
- Ensure that all passwords are extremely strong (the use of a mixture of capital and small letters/ symbols and numbers) and one should never share passwords
- Never accept friend follower requests except from friends or people you know.
- Never share any personal/ school information or any photo with personal/school information in it, on any social media platforms.
- Any girl under the age of 13 is not allowed a Facebook page or any other social media platform account and all parents should monitor such social media platform accounts until a student is 18 years of age (*The Children's Online Privacy Protection Act 1998*)
- Girls must not share their full names
- Never share your telephone number or home address or password or usernames
- Never share any school photo with other girls/ teachers present on any social media platform
- Never create a false Facebook page or any social media platform account of another girl or teacher or school business
- Never mention or share the college name on any social media platform
- Never to do or say anything on any social media platform that you would not do/say ordinarily
- Avoid posting any details that would assist strangers in locating you and ensure that location settings on all applications are disabled
- No girl is allowed be 'friendly'/ connected with any member of staff in the college
- Students should not be active on a social network during the school day or to use school computers to access any social network sites
- If any issue regarding cyber bullying arises or any inappropriate behaviour is evident on any social media platform, please report it to a member of staff immediately
- Do not associate yourself with any site or platform that promotes hatred or abuse
- Remember- once any information is shared on any electronic/ social medium you no longer have any control over that information- this information may be copied and copied again and copied again and copied again and again.....

Cyber bullying

Cyber bullying is any bullying conducted via an electronic/ social medium, for example:

- Via a social network medium
- Via text or picture messages on a mobile phone
- Via email
- Via instant messaging
- In a chat room
- Via any website e.g. Facebook, Twitter, YouTube, Google, Flickr etc

In the instance of receiving a message that is abusive or threatening or sexually offensive

1. Take a screen shot instantly
2. Discuss it with a member of staff
3. Do not reply to the message
4. Keep an account of the time and dates of the messages
5. Request that a member of staff carry out an investigation
6. Contact the Gardaí if necessary

Remember that there are legal and psychological implications from cyber bullying, we must all try to end it, in the best interest of everyone

Parents

As per *The Children's Online Privacy Protection Act 1998* it is not permitted that girl under the age of 13 be allowed a Facebook page or any other social media platform account and all parents should monitor such social media platform accounts until the age 18 years .

Our school acknowledges the important role of parents/guardians in the development and operation of the policy and expects them to support the policy and encourage their daughters to uphold it.

We would expect the parents to support the above Guidelines for Girls and implement them always, in the best interest of our girls safety and best practice

- Parents should monitor the Facebook accounts and all social media platform accounts of all students between the age of 13-16
- Where a complaint has been made regarding inappropriate behaviour on any social networking medium, an investigation will be conducted and we would expect full cooperation of all parents

- Where a complaint has been made regarding an incident outside the school (relating to school students) the school will may seek the assistance of the Gardaí to investigate it

We would expect parents to share all relevant and important information with the school authorities on an ongoing basis

The Staff

Our college acknowledges the important role of all the staff in the development and operation of the policy. The school recognizes that the teacher's/staff main focus is on teaching and learning, but that they have a pivotal role in the positive reinforcement of the benefits of good behaviour

- In the interests of personal safety no member of staff is allowed be 'friends'/ connected with any current girl on any social network medium or with any past pupil under the age of 18
- Where a member of staff is related to any girl/ families of girls, this information must be given in writing to the principal/ manager
- Where any member of staff has any information regarding the misuse of school information on any social network medium the principal and manager must be informed immediately
- Where a bullying incident is being investigated by any member of staff, the Anti Bullying policy must be adhered to and an accurate account of all details must be recorded.

Board of Management

- The Board of Management is the decision - making body of the school. The school acknowledges the role of the Board of Management in the development and operation of the code of behaviour.
- All policies are developed with the authority of the Board of Management and must be approved by its members before becoming official school policy.

Role of Board of Directors/Trustees

- Cairde Choláiste Íde Teo. is the Board of Directors and Trustees of Coláiste Íde. The college acknowledges the role of Cairde Choláiste Íde Teo in the development and operation of the policy.
- All policies are developed with the authority of the Board and must be approved by its members before becoming official college policy.

Implementation of the policy

Students are encouraged in their endeavours to uphold the code of behaviour by the use of the following measures:

- A) The policy will be circulated to parents of all new entrants into the school. They are asked to read it and sign their agreement with the content. By doing so they acknowledge their support and cooperation with its implementation. This is to ensure that parents and girls understand what the rules and guidelines are, why they must be adhered to and the procedures, which will be followed if the rules are not upheld.
- B) At the start of the school year, as part of our induction process, the code is explained to each class and they are informed of any amendments.
- C) School rules and guidelines and the reasons for them are discussed as part of the school's pastoral care programme, in Religion class or as part of SPHE.
- D) Issues such as Bullying, Racism, Sexism, Harassment, Violence and Substance Abuse are discussed with the girls during their stay at our school through supplying them with information and /or the use of outside speakers. This is to help the girls to reach a better understanding of these issues so that they can base their thinking, understanding and their actions on factual information and in line with the ethos of our school.

The Code of Behaviour/ Anti Bullying policy/ Mobile Phone policy will be adhered to in the case of any investigation regarding the misuse of this policy