



Highley Primary School

Social Media Code of Conduct for Parents

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Date: 15/10/18

Checked by: Emma Lloyd (Chair of Governors)

Date of Review: 22/11/18

Review date: October 2020

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Statement of intent

Highley School understands the benefits of using social media; however if misused, the school community can be negatively affected, such as by damaging the school's reputation. This code of conduct sets out clear procedures for how we expect parents to conduct themselves on social media and when using messenger apps, such as WhatsApp.

HIGHLEY COMMUNITY PRIMARY SCHOOL

Grasmere Drive, Highley, Bridgnorth, WV16 6EH T: 01746 861541

E: admin@highleyschool.co.uk www.highleyschool.co.uk

Headteacher: Mrs J Blakeman

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1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- Data Protection Act 1998
- Defamation Act 2013
- Protection of Freedoms Act 2012 (as amended)

2. E-safety and social media conduct

2.1. Highley School expects parents to behave in a civilised nature online and will not tolerate any of the following behaviour online:

- Posting defamatory 'statuses' about fellow parents, pupils, the school or its employees
- Complaining about the school's values and methods on social media

2.2. The school has a **Complaints Procedures Policy** in place, to avoid parents broadcasting grievances online. This can be found on the school website in the 'Policies' tab. We have an open door policy and welcome you in to school to speak to the member of staff concerned about the complaint or speak to the Headteacher/member of the Senior Leadership Team.

2.3. Parents will be made aware of their responsibilities regarding their use of social networking and their conduct online.

2.4. Breaches of this code of conduct will be taken seriously by the school and, in the event of illegal, defamatory, or discriminatory content, breaches could lead to prosecution.

2.5. Parents will be discouraged from attempting to 'friend' or 'follow' any member of staff on social media.

2.6. Parents are instructed not to post anonymously or under an alias to evade the guidance given in this code of conduct.



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- 2.7. Highley School retains the right to request any damaging material to be removed from social media websites.

3. Online messaging

- 3.1. Highley School expects parents to use messaging apps, such as WhatsApp, for purposes beneficial to themselves and the school, and will not accept any of the following behaviour:
- Sending abusive messages to fellow parents
 - Sending abusive messages about members of staff, parents or the school
 - Sending abusive messages to members of staff
- 3.2. The school appreciates the simplicity and ease of instant messaging online; keeping in contact outside of school can benefit the school community by keeping the school community closer.
- 3.3. Should any problems arise from contact over messaging apps, the school will act quickly by contacting parents directly, to stop any issues continuing.
- 3.4. Highley School can request a meeting with parents if any misconduct, such as sending abusive messages or posting defamatory statuses, occurs online.
- 3.5. The school's complaints procedure will be followed as normal if any members of the Highley Fundraising Group or Governing Body cause any discrepancies through their conduct whilst using online messaging.
- 3.6. The Headteacher can, with the permission of the parent, view messages sent between members of the parental body in order to deal with problems quickly and effectively.
- 3.7. The Headteacher can request that 'group chats' are closed down should any problems continue between parents or parental bodies.

4. Monitoring and review



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- 4.1. The Headteacher and member of the governing body will review this code of conduct on a biennial basis and will communicate any changes to all teachers and parents.
- 4.2. All parents will be required to read this code of conduct and sign the [agreement form](#) should any changes be made.



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Parent Declaration Form

I _____, parent of _____, declare that I have received, read and understand the terms and conditions of this code of conduct.

I understand my obligations under this code of conduct and agree to comply fully with them whilst my child is a pupil at Highley Primary School.

The school will not tolerate any of the following:

- Sending abusive messages to parents or staff
- Sending abusive messages about parents and staff
- Posting defamatory 'statuses' about other parents, pupils, staff, Headteacher or the school
- Using social media to complain or post any grievances about the school's values and methods

Signed:

Date:



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Acceptable Use of Social Media Letter to Parents

RE: Parents' use of social media

Dear parents,

Highley Community Primary understands and appreciates the benefits of social media; however, whilst there are many positive benefits to using social media, there may also be some significant negative impacts, such as cyber bullying, which the school does not tolerate.

In order for us to set the best example possible to pupils at **Highley Community Primary**, we would like to invite parents to do the same. The school urges parents to review and sign our code of conduct, which outlines how to act when using social media.

Should **Highley Community Primary** be subject to any online abuse, we will take the appropriate action, which may include considering our legal options to deal with and defamatory or libellous activity on social media.

If any parents do have any concerns to make, or would like to discuss this subject further, please contact myself directly on **01746 861541**

Kind regards,

Jo Blakeman

Headteacher



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