



The Federation of Spixworth Schools

Facebook Policy

Agreed by Governing Body: Autumn 2020

To be reviewed: Autumn 2023

Group Responsible: Full Governors

Rationale

The purpose of the policy is to support the safe and positive use of an official school Facebook page as a means of communication and promotion of The Federation of Spixworth Schools to the school community.

Aims:

- To provide a method of informing the school community about matters relating to the school, such as key dates, excursions, pupil achievements and daily activities.
- To provide a means for involving comment and discussion on such school related events or matters.

Implementation

1. The official Spixworth Infant School and Woodland View Junior School Facebook Pages (hereafter referred to as the "Page") will be administered only by the Executive Headteacher and Administration staff (hereafter referred to as the "Administrator")

2. The Administrator is responsible for posting "status updates". Staff or nominated School Council representatives wishing to add information or other items (e.g. photos, videos and links) to the Page must forward such information to the Administrator with a request.

3. Content must be accurate and appropriate, including photos, pupil work with no surnames attached and the necessary associated permissions, remembering that specific permission for allowing pupil/staff photos on Facebook must be obtained. This is the responsibility of the staff member requesting the item to be added, not the Administrator of the Page.

4. Members of the public are able to comment on status updates. The comments will appear in real time – unrestricted by immediate moderation. The Administrator is notified via Facebook Notifications of any comments added to the Page.

5. The rights and responsibilities of the Administrator include, but are not limited to:

- a) Adding information/updates to the Page within a reasonable time of being requested to.
- b) Monitoring the comments made by members of the public and blocking individuals.
- c) Deleting inappropriate comments made by members of the public and blocking individuals from making further comments, where this is deemed warranted.

6. All children known to be under the age of 13 will be blocked from the site.

7. The Page will be monitored and updated on a weekly basis by the administrator.

8. The ability to send messages via the Page is removed.