Redbourn Primary School

Twitter Policy

Date of Issue: November 2019
Reviewed: July 2022
Next Review date: July 2025

The rationale of this policy is to explain acceptable use of Twitter relating to Redbourn Primary School's Twitter account: **@PrimaryRedbourn**. This policy relates to staff, children, parents/carers and governors. The policy will explain the purpose of Twitter at Redbourn Primary School and the benefits that will arise from its proper use. It will also outline the necessary steps taken to ensure online safety when using this communication tool.

Why share learning?

We believe that involving parents/carers in their child's learning is crucial if we are to care for and develop the whole child. We view equipping parents/carers to support their child's learning as part of our responsibility in educating children. This includes communicating the learning which takes place to facilitate parents'/carers' conversations with their child. We value parents'/carers' role in their child's learning and want to empower parents/carers of children at Redbourn Primary in this area.

What is Twitter?

Twitter can be used online or as an app. It is a social media platform which delivers bite-size chunks of information in 140 characters or less (called a 'Tweet') and is used primarily as a method of communication. It allows users to connect, engage and collaborate with others. Photos and videos can also be attached to Tweets.

Twitter users are able to follow each other, or be followed, though privacy settings can determine who is allowed to follow specific accounts. Followers of **@PrimaryRedbourn** will see all tweets posted by Redbourn Primary School in their news feed.

Why do we use Twitter?

At Redbourn Primary School we are very proud of the learning opportunities and experiences afforded to our pupils. We also understand how important it is for parents/carers to feel informed, connected and included in their child's learning. We appreciate that it can be difficult to find out from children how their days have been, beyond what they had for lunch! Our aim is that Twitter will allow parents/carers to see a snapshot of the learning taking place each week and that this, in turn, will help them to talk to their child about their time at school.

What we commit to posting on Twitter

- Each week, every class will post at least one, and no more than two, general posts. These will contain information about learning that has taken place that week. Usually this will be accompanied by photos, though a video may be included if it is relevant to do so.
- You have told us that you value the opportunity to see what is happening at school: when there is a special event such as a non-uniform day, sports day, a visitor, a trip or a special assembly, classes involved will post additional pictures.
- When a year group is away on a residential trip, Twitter will be used to share daily activities.
- All posts will begin with the class name to help signpost followers to relevant information, though we hope users will enjoy looking at all the learning shared on our feed.
- To ensure compliance with our Data Protection Policy, names of specific children will not be included in any Tweets.

Who can see our Twitter posts?

The **@PrimaryRedbourn** Twitter account is a **private** account. This means access must be requested by anyone wanting to access the feed.

- Only parents/carers of children currently on role at Redbourn Primary School will be given access the **@PrimaryRedbourn** Twitter feed.
- Current governors, teachers, support staff, the office team and the site managers are also granted access upon request.
- To safeguard our children and staff and to create a closed community which represents a digital extension of our school, we will not accept requests from grandparents or other relatives (unless principal carers), except in exceptional circumstances and at the discretion of the Headteacher. An email should be sent to Admin@redbournprimary.co.uk to discuss any exceptional circumstances.
- No requests from businesses, media organisations, political figures, services or charities will be accepted under any circumstance.
- Twitter states in its Privacy Policy that its service is not directed to persons under the age of 13, therefore, our pupils will not be granted access if making a request via their own Twitter account. We encourage parents/carers to show children the feed from their own adult account if they wish to share information or images.

How is access requested and accepted?

The first time a user attempts to access **@PrimaryRedbourn** they will be prompted to request access and the Office Manager at Redbourn Primary School will receive a notification.

- The notification appears as an email address. For example*: BirtRogers@gmail.com would like to follow your feed.*
- If the Office Manager is unable to confirm the identity of a person requesting access, based on the email address, access will not be granted. We recommend emailing admin@redbournprimary.co.uk to notify the Office Manager if you have made a request. Please include the email address they will have received via Twitter.
- Only Twitter accounts linked to a **personal email address** will be accepted.
- Accounts linked to an email address for a business or place of work will be rejected.

Likes and Comments: acceptable use

- Followers of **@PrimaryRedbourn** may 'like' and comment on any of the information and photos posted by staff.
- We welcome followers' engagement with our Twitter feed in the form of 'likes'.
- Positive comments are also very welcome. They can be seen by all followers of **@PrimaryRedbourn**. The 'Acceptable Use of IT Agreement' signed by all pupils and parents/carers must be followed when making any comments. (See Appendix A)
- Please direct any concerns, queries or constructive feedback to admin@redbournprimary.co.uk
- Any comments considered inappropriate will be removed by the account administrator.

Consent

- All parents/carers are asked to give consent for their children's image to be used by the school when a child joins the role.
- Where permission has not been granted, no photo will be used where that child can be identified.
- At times, an image of the whole class may be posted on Twitter. Where a teacher judges it will cause distress to a child to be excluded from a photo, the photo will be taken and the child's face and any other identifying features will be blurred out before any image is published.

Online safety

- **@PrimaryRedbourn** will not enter into private discussions with others.
- **@PrimaryRedbourn** will be a private account, searchable through the Twitter website. This means that the account's tweets are protected and only confirmed followers will have access to **@PrimaryRedbourn**'s tweets and profile.
- **@PrimaryRedbourn**'s tweets cannot be re-tweeted (RT).
- To avoid posts becoming visible to a wider audience, **@PrimaryRedbourn**'s tweets will not use the 'hashtag' function without prior agreement from parent/carers of any child in the image.
- Only followers of **@PrimaryRedbourn** can comment on a tweet. This comment is visible to all followers of **@PrimaryRedbourn.**
- It is not possible for anyone to 'direct message' (DM) the administrator unless they are an accepted follower of **@PrimaryRedbourn**.

Further online safety advice

The links below may be used for any query regarding internet safety. These are public links. Redbourn Primary School does not hold responsibility for the content of these links.

www.esafety-adviser.com

https://help.twitter.com/en/search-results?limit=10&offset=0&q=e%20safety&searchPath=%2Fcontent%2Fhelp-twitter%2Fen&sort=relevance

Appendix A - Online Safety Acceptable Use Agreement Primary Pupils

My online safety rules

- I will only use school IT equipment for activities agreed by school staff.

- I will not use my personal email address or other personal accounts in school

- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.

- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.

- In school I will only open or delete my files when told by a member of staff.

- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.

- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.

- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.

- If someone says, asks or posts anything upsetting, unpleasant or nasty about me, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.

- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.

- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.

- Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.

- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.

- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.

- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.

- I understand my behaviour in the virtual classroom should mirror that in the physical classroom. I will not film, record, screen-grab or photograph any live or recorded lessons provided via my virtual classroom.

- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.

- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.

Dear Parent/Carer,

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all children to be safe and responsible when using any IT. It is essential that children are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

Please read through these online safety rules with your child/ren and talk with them to ensure they understand their importance and what it means for them (and for you). When you have done this, you both need to sign this agreement to say that you agree to follow the rules. Any concerns or explanation can be discussed with the Headteacher,

Please return the signed sections of this form which will be kept on record at the school.

Pupil agreement

Pupil name……………………………………………….…

This agreement is to keep me safe. I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.

Pupil signature…………………………………………………………………..

Parent(s)/Carer(s) agreement

Parent(s)/Carer(s) name(s)……………………………………………………

I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child/ren. I/we agree to support them in following the terms of this agreement.

I/we also agree not to share school related information or images online or post material that may bring the school or any individual within it into disrepute.
(Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents).

I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. I/we understand that when on school premises, but not in a designated area where phones can be used, they must be switched off and out of sight.

Parent(s)/Carer(s) agreement

Parent(s)/Carer(s) name(s)…………………………………………………….

Parent/carer signature…………………………………………..

Date …………………………………………………..………