Witton Church Walk C of E Nursery and Primary School

'Where Every Door is Opened and Every Gift is Unlocked'

At Witton we are a partnership of school, church, home and community. We create a stimulating and caring environment, grounded in Christian belief and practice, so that all members of our school community feel happy, safe and secure. Time is taken to value and nurture each child educationally, creatively and spiritually. Children and staff are encouraged to aim for 'Everyday Excellence' and believe in themselves in order to achieve their full potential.

SAFE USE OF SOCIAL MEDIA FOR TEACHING AND LEARNING POLICY 2023-2025

'Tweet others as you would want to be tweeted yourself'

Rationale

The rationale of this policy is to explain acceptable use of social media relating to the Witton Church Walk C of E Nursery Primary School accounts. The policy will therefore aim to explain the purpose of the use of Twitter, Instagram, See Saw, Padlets and Facebook at Witton Church Walk C of E Primary School, the benefits that will arise from its correct use and also how potential problems will be addressed. Members of our team must only use the following social media sites, if any are deemed to be positive for use in school and enhance the children's learning they must be brought to the attention of the head teacher and DSL, who will look at research them with our IT technician to ensure they can be used safely for our staff and children.

Aims of Using Social Media

- To quickly share and celebrate children's and school achievements, successes and organisational updates.
- To demonstrate safe and responsible use of social media as per KCSiE and our Esaftey policy and small steps of leanring
- To promote Witton Church Walk C of E Primary School as a forward thinking and progressive school through our use of 21st Century technology

What is Twitter?

Twitter is used primarily as a method of communication made up of 280 characters called a 'Tweet'. Tweets are an answer to the question "What are you doing?". Tweets tend to reference people, places, and/or activities to which the said referee can respond. Tweeters either directly reference another person or broadcast information to which others can reply and respond.

Policy Updated:
Adopted by Staff and Governors:
Date for Review:

Twitter users can follow or be followed. To follow somebody/something ensures that all of their activity and comments appear in the follower's news feed. The obvious benefit of having followers is that the information you broadcast is instantly distributed into their news feed. Users can also private message each other when they don't want conversations to appear publicly.

What is Instagram?

Instagram is a free photo and video sharing app available on iPhone and Android. People can upload photos or videos to our service and share them with their followers or with a selected group of friends. They can also view, comment and like posts shared by their friends on Instagram. Anyone aged 13 and over can create an account by registering an email address and selecting a username.

When posting any videos or reels it is important that you ensure on the setting option for sharing and remixes you ensure you disable the following: 'allowing remixes of reels', 'allowing remixes of feed videos' and 'allow remixes of posts' options so that they cannot be shared by followers.

What is Facebook?

Facebook is a website which allows users, who sign-up for free profiles, to connect with friends, work colleagues or people they don't know, online. It allows users to share pictures, music, videos, and articles, as well as their own thoughts and opinions with however many people they like.

Admin of these pages is responsible for checking any posts and reporting if necessary.

What is See Saw?

Seesaw is a platform for pupil engagement. Teachers can empower pupils to create, reflect, share, and collaborate. Pupils "show what they know" using photos, videos, drawings, text, PDFs, and links. It's simple to get Pupils work in one place and share with families.   Nay posts will be authorised by the class teacher before they are uploaded.

What is a Padlet?

A Padlet account can be used by both students and teachers alike to new post links, images, videos, document files, and more on a common page. What makes this tool so powerful is its ability to encourage collaboration. Students and teachers can view each other's posts in real-time and then use the platform to comment on each other's work.

Where Padlet is used in the class room as a platform for children to share learning/ research found or answering a question on the noticeboard ensure security filters are in place. These can been found under the cog icon (Padlet settings) on the tool bar. First scroll to posting and switch on author time stamp. Then under the content section switch on require approval, filter profanity and set remakes to admin only. This will give the teacher the chance to vet posts/ comments made before publishing on the Padlet.

Before placing QR code in books ensure the above actions completed. If posting padlet on class page, ensure above actions completed. To ensure the Padlet is not public go to the privacy sub heading and change privacy to secret. This will ensure that the Padlet can only be accessed by those that have the link or QR code.

What is the primary purpose of Witton Church Walk C of E Primary School's Social Media pages?

The school social media pages will be used principally to share and celebrate the successes of the children and school with staff, parents, governors, other professionals and the wider community. It is also used to share information about upcoming events or things that need to be communicated quickly to parents. We are also a paperless school therefore all communications will be posted via social media and emails.

Who will Witton Church Walk C of E Primary School follow?

In order to protect itself from inappropriate content being distributed into its news feed, Witton Church Walk C of E Primary School will only follow other users who have clear benefits to the school (e.g. other educational establishments or organisations who work with children, local media). These will be decided on a case-by-case basis at the discretion of the Head teacher.

Who can follow Witton Church Walk C of E Primary School?

At Witton Church Walk C of E Primary School we are fully committed to the safeguarding of all our children. Witton Church Walk C of E Primary School will encourage teaching staff, Governors and parents (of pupils) to be followers and will endeavour to monitor followers who are not directly linked with the school to ensure content is appropriate.

The school social media accounts are public.

Who controls content and is accountable for Witton Church Walk C of E Primary School's Social media pages?

The uploading of content for the social media pages will be controlled by and is the sole responsibility of the account holder. The account holder must ensure that all followers are linked with the school (e.g. parents, other schools, educational organisations etc.) and that the posts they share are appropriate (see inappropriate content below).
Currently 4 twitter accounts are live, those are controlled by the admin at school, the headteacher, wrap around care manager and the deputy headteacher. All classes and admin, wrap around care manager, headteacher and deputy headteacher have Instagram accounts. Admin and assistant head are responsible for the facebook accounts.
All must follow the direct key information in the latest KCSiE and if unsure to speak to our DSL who is responsible for this.

What is inappropriate content and referencing and how will it be dealt with?

Witton Church Walk C of E Primary School welcomes any referencing, mentions or interactions that share the success of the school community. Therefore, Witton Church Walk C of E Primary School deems any of the following as inappropriate:

- No surnames of children will be shared – first names only;
- Photos of children will not be shared without parental consent;
- Offensive language or remarks aimed at the school, its staff, parents, governors or others affiliated with the school;
- Unsuitable images or content posted into its feed;

Policy Updated:
Adopted by Staff and Governors:
Date for Review:

- Unsuitable images or content finding its way from another's account into the school Twitter feed;
- Images or text that infringe upon copyright;
- Comments that aim to undermine the school, its staff, parents, governors or others affiliated with the school.

Any inappropriate content will be deleted and its users will be removed, blocked, and, depending on the nature of the comment, reported to the appropriate social media platform, CWAC SCiE team or the police.
As per our Anti Bullying policy, any remarks that are regarded as bullying will be dealt with immediately and appropriately in line with our safeguarding and anti bullying policies.

'Compliments, Concerns and Complaints'

Our Social media accounts are to share the successes and achievements of our children and to provide information and reminders to parents/carers. Please do not use them to post concerns, compliments or complaints.

Any concerns that followers in our school may want to bring to the attention of the school must be addressed using the 'Compliments, Concerns and Complaints' policy and not through social media as per this policy and our 'Compliments, Concerns and Complaints' policy.   Furthermore, incidents of a more serious nature may be reported to the appropriate authority.

Policy Updated:
Adopted by Staff and Governors:
Date for Review: