

# Coláiste Phobal Ros Cré

## Social Media Policy

### Mission Statement

The Mission Statement of Coláiste Phobal Ros Cré states that in active partnership with the whole community, Coláiste Phobal Ros Cré is committed to:

- ❖ Recognising the worth of each individual
- ❖ Educating our students in a caring environment
- ❖ Promoting our cultural heritage
- ❖ Preparing the student for a meaningful and spiritual life
- ❖ Contributing to the life of the community

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## RATIONALE

There can be little doubt that we currently live in an information age where the majority of the content (photographs, music, video, print) we consume and create is of a digital nature. The distribution and sharing of such material on the Internet via Social Media sites such as Facebook, Twitter, MySpace, YouTube, Google+ etc. has become a feature of our times. Young people are now said to be 'digital natives' as the creation and sharing of content comes naturally to them.

Unfortunately there is scope for irresponsible and inappropriate use of Social Media sites and this can lead to bullying, harassment and illegal activity whilst online. We therefore need a policy to ensure the safe & responsible use of Social Media by all members of the school/centre community. This is necessary in order to protect students, staff and the good name of our school/centre.

## RELATION TO MISSION

This will vary from school to school. A pastoral approach with an emphasis on care for the student is a common theme in many Mission Statements. The focus here should be on care for the individual, respect for others and the promotion of positive behaviours that will enable students to participate safely in a digital world.

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## AIMS

This Policy aims to:

- Produce a set of strategies for students that will allow them to use Social Media safely and responsibly.
- Protect the integrity and good name of all members of the school/centre community from online abuse.
- Outline behaviours which are unacceptable and the consequences for these.
- Provide guidance for staff on the appropriate use of Social Media.

## POLICY CONTENT

### 1. Strategies to be taught to students to enable safe & responsible use of Social Media.

#### **Use strict privacy settings.**

Review all of the options on your privacy settings page. Many sites default settings tend to keep information public until a user makes it private (although Facebook is a little stricter with minors' accounts). "Friends Only" is a good choice for most items, but you can be even more selective.

#### **Be selective and control what you post.**

Be selective about what you share by customizing the recipients of your posts. Activities on Facebook, including the applications teens use and games they play, can be viewed by others. Remember: Everything online happens in front of a vast, invisible, and often anonymous audience. Once something is out there, it doesn't go away as it can be copied and forwarded easily and quickly. Everything leaves a digital footprint.

As a rule of thumb if you wouldn't be comfortable posting something (pictures comments etc.) on a noticeboard in the school corridor then don't post it online.

You should never post personal details such as your phone number, email address or home address.

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Remember that irresponsible online behaviour can damage your real life reputation.

#### **Be selective with friends.**

Be careful who you make friends with online. In general it is better to restrict friends to people you know and trust in the real world.

#### **Pre-approve tags.**

Choose the settings that allow you to see everything you've been tagged in (including photos) before the tag links to your page.

#### **Use notification settings.**

You can tell Facebook that you want to be notified of any activity performed on your name, including photo tags.

#### **Never post your location.**

Facebook lets users post their location on every post. Teens should not do this for safety and privacy reasons. Teens can also "tag" their friends' location but you can prevent anyone from tagging your location in the How Tags Work section.

**If something has been posted that upsets you – tell someone.**

If someone is bullying you online, you should:

- As in all cases of repeated unwanted aggression you should tell your Class Tutor, Year Head, the Deputy Principal or Principal or any Teacher in the school.
- Keep and save any bullying emails or images you have been sent.
- Take a screenshot of any comments that are threatening.
- Make a note of the time and date that messages or images were sent, along with any details you have about the sender.
- Not reply to any bullying messages or get into any online arguments.

**Using Social Media on your Mobile Phone.**

If your profile is linked to your mobile phone, you should use the website's privacy settings to ensure that your phone number is not visible.

**Chat & VOIP services. (These allow for communication that may be typed or spoken with or without webcam access)**

When using the above you should only communicate with people you trust and remember that other people may be able to view all aspects of the communication.

**Watch the clock.**

Social media sites can be real time wasters. Hours and hours can go by online - time that should be spent doing homework, studying, reading or exercising.

Appendix A contains links to some online resources that may be useful in dealing with the above subject in class.

Appendix B contains information on reporting inappropriate use on the Facebook site.

**2. Unacceptable uses of Social Media sites and their consequences.**

Unacceptable use of Social Media sites will include:

- Sending or posting discriminatory, harassing, or threatening messages or images that may cause harm to any member of the school community.
- Forwarding or 'Liking' material that is likely to cause offence or hurt to a third party.
- Sending or posting messages or material that could damage the School's image or reputation.
- Creating a fake profile that impersonates any another member of the school community.

- Sending or posting material that is confidential to the School.
- Uses that violates copyright law, fail to observe licensing agreements or infringe on others intellectual property rights.
- Participating in the viewing or exchange of inappropriate images or obscene material.

While all cases involving the inappropriate use of social media will be dealt with on an individual basis, the school and its Board of Management considers the above to be serious breaches of our Code of Behaviour. Disciplinary consequences up to and including expulsion may be exercised in certain cases.

Please see the school's Code of Behaviour for information on the full range of sanctions the school employs and our appeal procedures.

### 3. Guidelines for staff on the use of Social Media sites.

#### **Personal use of Social Media:**

Use of these sites by staff in school is governed by Co. Offaly V.E.C. I.T Policy and the recently published 'Draft Code of Professional Conduct' from the Teaching Council. See Appendix C.

Staff should not use their personal profiles to conduct school business or communicate with Students or their Parents.

#### **Educational use by staff:**

Social Media sites can offer educational opportunities for collaboration on projects, presentation of ideas and sharing of class materials and resources. Staff should be guided by the following principles when incorporating Social Media into their teaching.

- The starting point for all Social Media interaction should be via a link in your Subject Department section on the school's website.
- The educational advantage of the use of the Social Media site in question should be clear and permission sought from the school Principal before use.
- Material that is confidential in nature such as student names, grades etc. should never be posted.
- 'Groups' should be used when collaborating on Facebook. Membership of these can be strictly controlled and users do not have to be friends of other users or the group's creator.

- Pay strict attention to intellectual property and copyright laws.
- All students participating in the online collaboration should be advised of their responsibility to use the site appropriately as per sections 1 & 2 above.
- Staff are expected to exercise sound judgement and maintain the highest professional standards while using Social Media in the school.

More information on how Facebook may be incorporated safely into the classroom and the creation of groups is contained in Appendix D.

## ROLES AND RESPONSIBILITIES

1. The Board of Management will approve the policy and ensure its development and evaluation.
2. The Principal and Deputy Principal will be responsible for the dissemination of the policy and the application of consequences.
3. Year Heads will outline unacceptable uses of Social Media to students and be responsible for keeping records of breaches of Section 2 of the Policy.
4. The Principal, HSCL Teacher and the relevant Year Head will organise for the provision of a Parents Information Evening on Internet safety. This presentation should be organised in conjunction with Feeder Primary Schools and take place every two Years.
5. Class Tutors will be alert to the signs and possibilities of Bullying within their groups.
6. Strategies to ensure online safety will be taught as part of the SPHE anti-bullying programme.
7. Subject Teachers will report any incidents of online bullying and be mindful of their obligations under Child protection Guidelines.

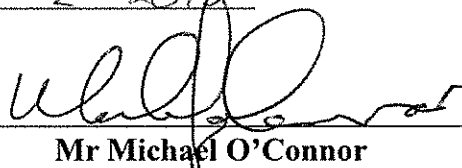
8. The Guidance Counsellor and Care Team will provide support for students who have been victims on online bullying.
9. Programme Co-ordinators will ensure that their section of the school's website complies with this policy.
10. Subject Teachers will adhere to the guidelines outlined in Section 3 of the policy above.

### REVIEW AND COMMUNICATION

The policy was ratified by the Board of management on 7<sup>th</sup> February 2013. It was amended 12<sup>th</sup> December 2019. This policy will be reviewed annually or as required.

Chairperson:   
**Board of Management**

Date: 7-2-2013

Principal:   
**Mr Michael O'Connor**

Date: 7-2-13

## APPENDIX A

Follow the links below for resources to assist in educating students on the responsible use of the Internet and Social Media. <http://www.makeitsecure.org/en/young-users.html>

<http://www.make-it-safe.net/> <http://www.webwise.ie/>

<http://www.facebook.com/safety/groups/teens/>

<http://www.internetsafety.ie/website/ois/oisweb.nsf/page/safety-en>

[www.watchyourspace.ie](http://www.watchyourspace.ie)

[www.thinkb4uclick.ie](http://www.thinkb4uclick.ie) [www.safekids.com](http://www.safekids.com)

## APPENDIX B

### **Procedure for Alerting Facebook in the case of Bullying or the posting of inappropriate images.**

The link below can be used to report the above to Facebook who generally take such reports seriously and quickly remove the offensive material.

<http://www.facebook.com/help/?page=178608028874393&ref=bc>

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### **Procedure for Reporting a Fake Profile on Facebook.**

The first piece of action to be taken by a person, in respect of whom a fake profile on Facebook has been set up, is to contact the Facebook Help Centre immediately and require Facebook to remove the fake profile. This can be done using the link to the Help Centre below. Facebook state that the profile will be removed within 24 hours from notification.

<http://www.facebook.com/help/?faq=167722253287296>

### **Procedure for having inappropriate or offensive clips removed from YouTube**

YouTube may be alerted to inappropriate uses by selecting the 'Flag' option beside the clip. YouTube will then ask you to select one of six reasons why the video is inappropriate: Sexual Content; Violent or Repulsive Content; Hateful or Abusive Content; Harmful Dangerous Acts; Infringement of Personal Rights; Spam. Once you have indicated the reason YouTube will review the clip within 48 hours and delete it if necessary



## APPENDIX C

### **Guidelines for staff on Personal use of Social Media websites**

#### **From the Teaching Council Code of Conduct**

Teachers shall...

3.3.6 Communicate effectively with pupils/students, colleagues, parents, school management and others in a manner that is professional, collaborative and supportive, and based on trust and respect.

3.3.7 Ensure that any communication with pupils/students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.

3.3.8 Ensure that they do not access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or other format.

3.3.9 Ensure that they do not access, download or otherwise have in their possession, at any time or in any place, illegal materials/images in electronic or other format.

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## APPENDIX C

Tipperary E.T.B. I.T. Policy

## Appendix D



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### **PHOTOGRAPHIC & VIDEOGRAPHIC IMAGE - CONSENT FORM**

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Photographs and videos are stimulating forms of media which can motivate and inspire students. Research has shown that using such forms of media in education can help encourage creativity, motivation, as well as improve communication and team-working skills.

**Coláiste Phobal Ros Cré and Tipperary Education & Training Board (TETB)** asks that parent(s)/guardian(s) consent to their son/daughter being featured in photographic and videographic promotional material if their son/daughter is under 18 years of age. Where a student is 18 or older, he/she is capable giving such consent. This form is requesting that consent be given for each use of photo or video footage. If such consent is given, the following procedures will apply with regard to taking photographs or video footage of students in **Coláiste Phobal Ros Cré**:

- 1) Staff will be aware of possible Child Protection issues when taking photographs of students and in relation to where these photographs are used.
- 2) Students may be identified in these publications in recognition of their participation in events/activities, except where the publication is online.

- 3) Students in photographs or videos published on the **Coláiste Phobal Ros Cré** and/or TETB website will not be named or identified in any way other than by group e.g. finalist basketball team.
  
- 4) Consent to the processing of a photograph and/or video can be withdrawn at any time by filling out a [Withdrawal of Consent Form](#) and sending it to our Data Protection Officer at [dataprotection@tipperaryetb.ie](mailto:dataprotection@tipperaryetb.ie)  
 If you choose to withdraw your consent, the school/ETB will no longer use your photographic or videographic image for the purposes set out below. However, processing already carried out may not be able to be redacted e.g. if a photograph is published in a newspaper already printed or a past yearbook etc.
  
- 5) All online media promotion on behalf of **Coláiste Phobal Ros Cré** and TETB is underpinned by our [Information & Communication \(ICT\) Acceptable Usage Policy](#) and <https://www.cpr.ie/downloads/school-policies/>

I \_\_\_\_\_ [*insert signature of Parent/Guardian/Student over 18 years*] **consent** that photographs and video footage of \_\_\_\_\_ [*student's name here*] may be taken and used by or on behalf of **Coláiste Phobal Ros Cré** and/or TETB to promote its activities (currently and in the future) in the following circumstances; as selected by me:

| <b>Photographic Image and/or Videographic footage of the student for the purpose of:</b>                                                                                                                                                                                                                                 |            |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| <i>Please tick as appropriate</i>                                                                                                                                                                                                                                                                                        | <b>Yes</b> | <b>No</b> |
| On <b>Coláiste Phobal Ros Cré</b> website, and/or the TETB website, social media and any other online publication associated with TETB schools/colleges/centres/programmes/services.                                                                                                                                     |            |           |
| Given to third parties, with the student's name, for the purpose of being used in print media e.g. newspapers, magazines, brochures/leaflets, posters, prospectus, reports books and other similar publications, e.g. a student attaining top results in the Leaving Certificate or a soccer team winning a competition. |            |           |
| Displayed within <b>Coláiste Phobal Ros Cré</b> and including the student's name e.g. an image of a student awarded 'Student of the Year' with his/her name below.                                                                                                                                                       |            |           |
| In <b>Coláiste Phobal Ros Cré</b> yearbooks with the student's name also used.                                                                                                                                                                                                                                           |            |           |
| For promotional purposes related to the <b>Coláiste Phobal Ros Cré</b> and/or TETB e.g. a school prospectus or video of school production.                                                                                                                                                                               |            |           |

**In circumstances not listed above where the student's photos or videos are sought, your consent as a parent/guardian/student over 18 years will be requested separately at a later date.**

**Name of Student:** \_\_\_\_\_

**Name of Parent(s)/Guardian(s):** \_\_\_\_\_  
**[where student is under 18 years]**

\_\_\_\_\_

**Date:** \_\_\_\_\_