Harnham Infant School - The use of social networking and on-line media for parents, carers, volunteers and employees

Our school asks the whole community to promote the 3 following approaches to online behaviour:

- o **Common courtesy**
- o **Common decency**
- o **Common sense**

How do we show common courtesy online?
- o We ask someone's permission before uploading photographs, videos or any other information about them online. Some people do not wish for photos of themselves or their families to be online, please respect this.
- o We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset and distress people.

How do we show common decency online?
- o We do not post comments that can be considered as being intimidating, racist, sexist, homophobic or defamatory. This is cyber-bullying and may be harassment or libel.
- o When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?
- o We think before we click.
- o We think before we upload comments, photographs and videos.
- o We think before we download or forward any materials.
- o We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- o We block harassing communications and report any abuse.

In the event that any member of staff, child or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the Head Teacher.

(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)

In serious cases we will also consider legal options to deal with any such misuse.