**Social Media Policy:**

**School Name:** Edmund Rice Secondary School, Carrick-on-Suir.

**School Address:** Mount St. Nicholas, Carrick-on- Suir, Co. Tipperary.

**School Details:** ERSS Carrick-on-Suir is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

**School Management:** The Board of Management of ERSS Carrick-on-Suir is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

**Mission Statement:**

Inspired by its founder, ERSS Carrick-on-Suir’s mission is to “*To provide a caring Christian community which celebrates effort and talent in an environment of hope and happiness"* , with a vision to *“Learn together, succeed together in a respectful environment.”*

**Ethos**:

As an Edmund Rice School ERSS Carrick-on-Suir seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

● Nurturing faith, Christian spirituality and Gospel-based values

● Promoting partnership in the school community

● Excelling in teaching and learning

● Creating a caring school community

● Inspiring transformational leadership

Please Note:

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25th. May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

**Introduction**

ERSS Carrick on Suir recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Social Media Policy** outlines the guidelines and behaviours that users are expected to follow when using school technologies or when using personally-owned devices on the school grounds.

* Students, parents and teachers are expected to follow the same rules for good behaviour and respectful conduct online as offline.
* Misuse of social media can result in disciplinary action.
* ERSS Carrick on Suir makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We’ve created these social networking/media guidelines for you to follow when representing the school in the virtual world. ERSS Carrick on Suir computer network is intended for educational purposes only. All activity over our network may be monitored and access to certain online content is restricted in accordance with our school policies.

**Please do the following:**

**Use good judgment**

* We expect you to use good judgment in all situations.
* You must know and follow the school’s Code of Conduct and Privacy Policy.
* Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

**Be respectful**

* Always treat others in a respectful, positive and considerate manner.

**Be responsible and ethical**

* If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings are your own.
* Be open about your affiliation with the school and the role/position you hold.

**Don’t share the following:**

**Confidential information**

* Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online “conversations” are never private. Do not use your birth date, address, and mobile phone number on any public website.

**Private and personal information**

* To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
* NEVER give out or transmit personal information of students, parents, or co-workers
* Don’t take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it’s the most up-to-date or correct.
* Always respect the privacy of the school community members.

Please be cautious with respect to:

**Images**

* Respect brand, trademark, copyright information and/or images of the school (if applicable).
* You may not use photos and video (products, etc.) that are available on the school’s website in most occasions.
* It is generally not acceptable to post pictures of students without the expressed written consent of their parents.
* Do not post pictures of others (co-workers, etc.) without their permission.

**Other sites**

* A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don’t blindly repost a link without looking at the content first.
* Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
* When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

**Netiquette**

* Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.
* Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
* Students should also remember **not to post anything online that they wouldn’t want parents, teachers, or future colleges or employers to see**. Once something is online, it’s out there—and can sometimes be shared and spread in ways you never intended.
* Students should not plagiarise ANY content from the Internet. Online research should always be cited and referenced.

**Personal Safety**

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety:

* bring it to the attention of an adult (teacher or staff if you’re at school; parent if you’re using the device at home) immediately.
  + Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
  + Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

**Cyberbullying**

Cyberbullying will not be tolerated.

* Harassing, impersonating, excluding, and cyberstalking are all examples of cyberbullying.
* Don’t be mean. Don’t send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary actions. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

**Examples of Acceptable Use**

I will:

* Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
* Treat social media carefully, and alert staff if there is any problem with their operation.
* Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
* Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
* Be cautious to protect the safety of myself and others.
* This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

**Examples of Unacceptable Use**

I will **not**:

* Use social media in a way that could be personally or physically harmful to myself or others.
* Engage in cyberbullying, harassment, or disrespectful conduct toward others–staff or students.
* Try to find ways to circumvent the school’s safety measures and filtering tools.
* Use language online that would be unacceptable in the classroom.

This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

**Limitation of Liability**

ERSS Carrick on Suir will not be responsible for damage or harm to persons, files, data, or hardware.

**Violations of this Acceptable Use Policy**

Violations of this policy will have serious repercussions,that will be managed under the terms of the ERSS Carrick on Suir’s Code of Behaviour.

**Success Criteria**

* Ensure a safe environment for our children
* Increase awareness among students and staff about the appropriate use of social media.
* Development of a culture of respectful use of social media in all stakeholders daily lives.

**Approval:**

This policy has been distributed to staff, parents and students for their approval.

Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of ERSS Carrick-on-Suir;

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

This policy will be due for review on:

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