MLS/ KPE

23rd November 2018

Dear Parents and Carers,

Re: Appropriate Use of Social Media

It has been brought to my attention that some students are engaging in excessive and inappropriate use of social media. I thought that it would be useful to provide some guidance to families about how to address this issue. Parents play a key role in helping their children to have safe, productive, and positive online interactions.

The school policy is to let students use their phone during break and lunchtimes for music and games only. They should not be using their phone in between lessons or in class unless being used as part of a lesson plan and agreed by their teacher. In addition, students and parents all sign the ICT Acceptable use agreement in the Student Planner which is reproduced on page two of this letter. As a suggestion I would encourage you to:-

- Talk to your child about the apps they use and monitor your child's social media apps on a regular basis.
- Encourage your child to use high privacy settings, to limit the amount of personal information in the public domain.
- Consider that most social media apps have an age restriction: Whatsapp (16+), Snapchat Facebook, Instagram and Twitter (all 13+) are some of the most common.
- Look at the school's ICT Acceptable Use agreement (page 2) with your child and discuss how they can keep themselves and others safe.

We work hard to explain to students that their digital footprint will stay with them forever. Many companies now search potential candidate's social media presence as part of their retention criteria. We want to ensure students make choices now that do not damage their future prospects. If you would like to know more there are some good sources of information online; The NSPCC site www.net-aware.org.uk and www.commonsensemedia.org/social-media.

Yours faithfully,

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ICT Acceptable Use Agreement and Online Safety Rules

for Students at the Thomas Alleyne Academy

- I will only use school IT equipment for school purposes.

- I will not download or install software on school IT equipment.

- I will only log on to the school network, other school systems and resources using my own school user name and password.

- I will not reveal my passwords to anyone other than a parent/carer.

- I will not use my personal email address or other personal accounts on school IT equipment.

- I will make sure that all my electronic communications are responsible and sensible.

- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police if necessary. I know it is essential that I build a good online reputation.

- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately, to a member of staff if I am in school or parent/carer if I am not in school.

- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will report immediately any request for personal information, to a member of staff if I am in school or parent/carer if I am not in school.

- I should never post photographs, videos or livestream without the permission of all parties involved.

- 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 will be respectful to everyone online; I will treat everyone the way that I want to be treated. I will ensure that all my online activity, both in and outside school, will not cause distress to anyone in the school community or bring the school into disrepute.

- I will not respond to hurtful behaviour online but will report it. I have the right to block and will say no to any inappropriate or upsetting request.

- I will respect the privacy and ownership of others' work online and will adhere to copyright at all times.

- I will not attempt to bypass the internet filtering system in school.

- I will not assume that new technologies can be brought into school and will check with staff before bringing in any device.

- I will not attempt to sign up for age-inappropriate games, apps or social networks.

- I understand that not everything I see or hear online is true, accurate or genuine. I also know that some people on the internet are not who they say they are and may have ulterior motives for assuming another identity that will put me at risk. I will gain permission from parents/carers before arranging to meet someone I only know on the internet.

- I understand that these rules are designed to keep me safe now and in the future. If I break the rules, Academy staff will investigate, I may be disciplined and my parents/carers may be contacted. If I break the law the police may be informed.