



Policy name	TWITTER POLICY
Frequency of review	Biennial
Governor lead	Helen Mallory
Lead member of staff	Hannah Griffiths
Reviewed on	May 2023
Reviewed by	Governing Board
Next review	May 2025

Document history

Date	Changes	Version
4.5.23	Document history added. Permission to use non - school devices for photographs may be given on the understanding that they are then deleted after tweeting.	V1.0

The school's Twitter account has been set up for the purpose of promoting school activities and achievements and distributing administrative messages to our followers, namely parents.

The school's Twitter Policy should be used in conjunction with the school's ICT Acceptable Use Policy and the Online Safety Policy .

- Seamer and Irton CP School has an administrative account @seamerandirton which is administered by the Head Teacher, the school's secretary and business manager and in addition to this, each class has a class twitter account in the format @hazel_yr4, @poplar_yr6 etc. which is administered by each class teacher.
- Any staff member wishing to use their account on their mobile device or smart phone must ensure that the devices have a PIN lock.
- Tweeted photos will not include the full names of pupils.
- Photographs of children must only be taken on school devices, unless permission has been given by the head teacher or deputy.
- The accounts will not be used to follow pupils or ex-pupils under the age of 21 years.
- Tweets will not compromise personal or professional reputations or the reputation of the school.
- **All Twitter feeds should be aimed at parents, not pupils.** When discussing the school's Twitter accounts with pupils, care must be taken to advise them on the safe and responsible use of social networking sites.
- The school's twitter accounts will only follow educationally linked accounts.
- All staff must remember that their twitter feed is in the public domain and therefore should tweet accordingly and only after careful consideration.

Any breaches, or suspected breaches of this policy will be fully investigated. Where it is found that there has been a breach of the policy, this may result in action being taken under the school's disciplinary procedure. A breach of this policy may be considered to be a serious disciplinary offence which is contrary to the school's ethos and principles.

The Governing Body will take appropriate action to protect the school's reputation and the reputation of all staff, parents, governors, children and anyone else directly linked to the school.