

# Hutton Rudby Primary School

## Twitter – Acceptable User Policy



### Introduction

Hutton Rudby Primary School's Twitter account has been set up for the purpose of promoting school activities and achievements and distributing administrative messages to our followers.

The school's Twitter Acceptable User Policy should be used in conjunction with the school's ICT Acceptable Use Policy, the E-Safety Policy and the Social Networking Policy.

### Administration

Hutton Rudby Primary School has one Twitter account – @HuttonRudbyPri and it is administered by the Head Teacher and School IT leader. Any staff member wishing to use the account on their mobile device or smart phone must discuss this with the HT and follow the following code of conduct:

### Code of Conduct

In addition to the IT Acceptable Use Policy, the E-Safety Policy and the Social Networking Policy:

- Devices that use the schools Twitter account must have a pin lock.
- Passwords must not be changed without the permission of the Head Teacher.
- Tweeted photos will not include images of pupils and their full names.
- Photographs of children taken on the device must be deleted after being tweeted.
- 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.
- The school's Twitter accounts will be used to promote E-Safety, and when informing pupils of the school's Twitter accounts care will be taken to advise them on safe and responsible use of social networking sites.

### Potential and Actual Breaches of the Code of Conduct

In instances where there has been a breach of the above Code of Conduct, the following will apply:

- Any 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 will 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.

Print Name..... Signed.....

Signed.....(Head Teacher)