



**EXPECTATIONS FOR USE OF CLASS BASED SOCIAL MEDIA
(E.G. WHATSAPP, CLASS LIST)**

Many of you are members of Class Based social media groups (e.g. WhatsApp or Class list) that connect parents/carers in a particular class. Class Group posts are useful ways of sharing information, receiving updates and reminders about school events. Therefore, at the start of the year it is good to establish a protocol around the use of these groups.

Ewell Grove's expectations are as follows:

- The Class Group is set up by the class parents and with sole intention of getting messages and important information across to members quickly and efficiently
- Only parents/carers of children with the class may post a message on the group
- The Class Group must never be used to voice grievances or drive personal agendas
- Class Group users must never breach confidentiality, defame or make threats
- The Class Group must never be used to post private messages or adverts – this would only be appropriate in exceptional circumstances
- For the safeguarding of our children Ewell Grove does not give permission for any photos taken to be uploaded to the internet or used on Facebook or any other social networking sites. Photos/videos must remain for personal use only. Any photos/videos uploaded to the Class Based Social Media Groups will be removed.
- It will never be expected that you should respond to a message posted unless requested e.g. RSVP requests, volunteer requests
- The Class Group must only be used to endeavour to make the users lives easier and not to become a 'nuisance'; please be respectful of the timings of posts – very early in the morning or late at night should be discouraged.

It is highly likely that at some point someone in the group may post something that does not follow the rules above. In order to try and prevent any miscommunications, and the time needed to address these afterwards, we have established the following expectations.

- All Class Group posts must demonstrate respect for all members of our school community – including children, parents, staff, governors and wider community members.
- All queries or concerns about another child, class, teacher and/or school leadership must be directed to the school; it is an expectation that if this occurs nobody else in the group will respond except the Helping Hand Co-ordinator who will remind the person posting that this is not the purpose for which the Class Group is intended.
- Home Learning tasks should never be shared – if a family needs advice or replacement home learning they must request this from the Class Teacher not another parent; as the teacher will be best placed to know what is needed.
- Negative statements about people, our school or community are never appropriate; nor are the inclusion of any child's name other than your own.

Class groups will be closed down if they do not conform to these expectations.

Please always remember, in the wrong hands, anything you write on social media could be copied and 'reposted' outside and beyond the class group. Within a few minutes what you have shared could be made available openly to many more people than you ever intended.

Please keep safe by always considering unintended consequences such as including bullying/trolling