



JEDDAH PREP AND GRAMMAR SCHOOL

Communications and Social Media Policy

Jeddah Prep and Grammar School is keen to keep abreast of change within the world of electronic and real-time media communication and is aware of and appreciates the power of social media sites and messaging applications, when used appropriately for educational purposes. As a school we are committed to ensuring the safety of our pupils and staff at all times as well as the preservation of our reputation locally, nationally and internationally. High standards and expectations for appropriate, correct and courteous online communication are therefore set, within which JPGS acknowledges the rights of pupils, employees, parents and the wider school community to maximise the potential use of social media sites.

To safeguard our pupils, employees and the reputation of the school, this Communications and Social Media Policy sets out the principles that pupils and staff are expected to follow when using social media and electronic messaging platforms.

Policy

When posting material onto social-media sites pupils and staff should be conscious at all times of the need to keep their school/professional life and personal life separate. There is a catch-all offence under British Section 127 of the Communications Act 2003. This makes it illegal to send *“by means of a public electronic communications network a message that is grossly offensive or of an indecent, obscene or menacing character”*. Although we aim to follow the best practice internationally, it must be remembered that JPGS’s policies are subject to the legislation of the Kingdom of Saudi Arabia.

In keeping with the School’s Anti-Bullying Policy, nothing should be posted onto a social media site that could be considered as victimising and/or humiliating someone on account of their race, religion, nationality, culture and/or disability. In addition users must refrain from posting any comments that are disrespectful to individuals, obscene, sexually explicit,

inappropriate, inflammatory or defamatory towards the

Pupils and staff must not:

- Access social networking sites in school, unless as part of an approved curriculum;
- Put themselves into a position where anything posted might bring the School into disrepute;
- Represent their own personal views as those of JPGS on any social media sites;
- Post any narrative that could be considered either implicitly or explicitly as insulting, threatening, harassing, illegal, abusive, obscene, defamatory, slanderous, or hostile towards any individual or the School as a whole;
- Discuss or post personal information about other pupils or members of staff at JPGS, including phone numbers, email addresses or any confidential information;
- Post any material that compromises the rights of any pupil or member of staff at the School, including privacy, intellectual property or publication rights;
- Post any photographs taken in School;
- Allow any other individual or entity to use their identification for posting or viewing comments;
- Post comments under multiple names or using another person's name.

Staff must not have currently enrolled pupils as 'friends' on any personal social media account. Staff can befriend former pupils by invitation by the former pupils at their discretion, until the pupil is over the age of 18 years old.

All information posted onto a JPGS-sponsored social media site or any 'open' social-media site will be publicly available and therefore publicly accessible on the Internet. This information will not be subject to any additional privacy or protection. All members of the school community using any social-media site should be aware that their name may appear next to any information posted and could be linked and traced accordingly. Comments posted which are considered to contravene this policy may lead to disciplinary action.

All material posted on a JPGS-sponsored social media site becomes the property of JPGS.

Individuals posting comments or materials onto JPGS-sponsored media sites lose all subsequent rights to this material which may be disseminated by the school in whatever way it decides. The School reserves the right to delete comments from JPGS-sponsored social media sites and will take all reasonable steps to have offensive material removed from websites on behalf of their pupils, staff or in order to preserve the reputation of the school.

Sanctions

Any breach of this policy may lead to disciplinary action being taken. The full range of sanctions that are available to the school may be used in dealing with breaches of this policy. A breach of this policy which may be constituted cyber-bullying may be dealt with under the school’s Anti-Bullying Policy.

The school reserves the right to report, where appropriate, infringements of the Social Media Policy regulations to the police, where it is felt that a criminal offences (such as

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