



SANDFORD INTERNATIONAL SCHOOL

Addis Ababa, Ethiopia

Safe use of ICT and social media Policy

NAME OF Policy	Safe use of ICT and social media Policy
APPROVED BY	Board of Sandford International School
DATE APPROVED	June 3 rd 2023
DATE OF REVIEW	June 2025





SANDFORD INTERNATIONAL SCHOOL

Addis Ababa, Ethiopia

Safe use of ICT and social media Policy

Sandford International School supports student learning through the appropriate and ethical use of information and communication technology to enrich the learning experience. Sandford also recognises the widespread use of social media applications and the opportunities they bring to understand, communicate and express in new relevant and exciting ways.

This policy seeks to provide a framework of good practice for using technology in the Sandford community.

Use of ICT Rules:

- a) All ICT/computer facilities at SIS are to be used for legitimate educational purposes only unless otherwise stated.
- b) Computers in the LRC will be available during the lunch hour and after school for students to use for academic purposes.
- c) No food or drink should be consumed in the ICT labs.
- d) The computers in the computer rooms must not be left logged in or unattended. It is not permitted to lock the computers.
- e) Students should not share personal user accounts or passwords with anyone else.
- f) Students should not access other people's email or files under any circumstances.
- g) Laptops/smartphones may be brought into school and used for educational purposes. This must be with the explicit permission of a teacher.
- h) The use of social networking sites such as Facebook is forbidden during the school day unless it is for academic purposes. Computer Games are not allowed at any time.
- i) Students should never view, download or spread any inappropriate, violent, racist or sexual content.
- j) Students should never send or post any malicious or hateful material at any time using school email, google classroom or any other platform. This is known as cyber bullying. Bullying will be dealt with using the school behavioural policy.
- k) Downloading of films or music is prohibited unless it is for academic purposes. This must be with the explicit permission of a teacher.
- l) Plagiarism is forbidden: Students are expected to respect intellectual property rules and copyright laws by using appropriate referencing. Do not copy and paste and present it as your own work.



- m) Students may at times be permitted to use the school Wifi in the classroom under teachers' supervision. Access codes will be changed on regular basis. Misuse or abuse of the computer network or the Internet, may result in disciplinary action including possible suspension of all ICT privileges.
- n) An adult should be alerted if a student sees anything he/she is uncomfortable with online.

Extra Rules for Key Stage 1&2

- a) Students should ask for permission before using the Internet.
- b) Students can use the Internet for conducting research in the presence of an adult.
- c) Emails are opened and closed with a teacher's supervision.
- d) All websites to be used by the teachers in Primary should already have been approved by the Head of the ICT Department (Primary) and the Head of Primary.

Use of Google Classroom

- a) Teachers should invite their head of departments to all of their google classroom classes.
- b) Parents should be invited to their children's classes (Guardian invite)
- c) Comments in Google classrooms are restricted to educational purposes.

Safe use of social media guidelines

Sandford defines

"Social media as online websites that are used to create, share or participate in social networks. Including but not restricted to: YouTube, Twitter, Instagram, Facebook, TikTok, Snapchat, LinkedIn or any online presence (gaming servers, virtual environment...)"

For Staff

- a) All staff communications with students should only be restricted to their school emails/Google classrooms.
- b) Staff should not accept/request any invitation from current or ex-student below 18 on any personal social media platform account.
- c) If any member of staff is aware of any inappropriate communications involving any student in any social media, these must immediately be reported to the DSLs
- d) Staff should not discuss or post any school related business on their personal accounts. They may share/comment or reply to pupils on the school's official social media accounts.
- e) Staff should not post images that include pupils unless sharing/ eposting posts from the school's social media accounts.
- f) Staff are instructed to consider the school's reputation and image in any posts or comments made on their personal accounts.



- g) Staff should practice caution in conversations with other staff members and parents in discussing pupils even if the names are not mentioned.

For Students

- a) Students are not allowed to access their personal social media accounts on the school's PCs.
- b) All messages sent by the students should not include any inappropriate or offensive language towards other students or the school.
- c) Students are responsible for their accounts' privacy and logging off properly and not sharing their accounts with other students.
- d) Students must report any offensive and upsetting comments and practices through the appropriate channels.
- e) It is considered a serious offense for any student to use another's account without consent.
- f) All age restrictions of social media platforms should be respected and followed.
- g) If students witness any inappropriate posting by other students, they should inform the school.
- h) Student will not use the school logo or name on their personal accounts or any other accounts without permission.

For Parents

- a) Positive comments and contributions to the school's formal social media accounts are always welcomed.
- b) Parents' inquiries/complaints or concerns should be raised via appropriate channels not on social media platforms.
- c) Parents need to get consent before posting other students'/ parents' pictures on their personal accounts.
- d) Offensive comments about the school on social media made by a parent/guardian could be asked to be removed and need to be addressed by the school.
- e) If parents know of any inappropriate social media post/ comment about the school, staff or students they should report it immediately.

This policy operates in conjunction with:

- a) School Safeguarding and Child Protection policy
- b) Keeping Children safe at Sanford
- c) SIS anti-bullying policy
- d) SIS Codes of Conduct
- e) SIS Behaviour, rewards and sanctions policy
- f) SIS Exclusion policy

