



## How to use Twitter safely

If you wish to add anything to our school Twitter feed,  
contact KW, SO'K or KO'N.

We have a staff only iPad that we use to access our Twitter  
account or staff log-in on school computer.

### **Please follow these guidelines:**

- Make sure full names are not visible on students' work - no names or first names only, please.
- Be aware of what is in the background of your photo i.e. other students, names visible on classroom walls.
- Double check that students have permission for photos to be used on social media is in place. It is the teachers' responsibility to check that students who are shown on Twitter have the correct permissions to be photographed.
- Take photos on the class iPads only; never take photos on your own personal devices as this is contradictory to our e-safety policy.
- Photos should be emailed to lead staff from your school email address.
- All tweets are checked by 2 designated staff before being uploaded.
- Encourage students to be aware of Twitter and how they can use it safely; they cannot directly tweet, but should know how to keep themselves safe.
- Parents and staff can follow our Twitter page, but will not be followed back.
- Enjoy! Twitter is a method for us to show all the great things happening at our school. Please, use it safely and let everyone know what activities are happening.

**Any questions please see Katherine Willson, Sharron O'Keefe  
Or Kay O'Neill**