



## **Acceptable Use Policy**



## **ACCEPTABLE USE POLICY**

### **1. INTRODUCTION**

As a professional organisation with responsibility for children's safeguarding, it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that all members of Marlborough Primary School community are fully aware of their responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign their specific Acceptable Use Statement (AUP). There is an Acceptable Use Statement for staff, children, parents and visitors.

### **2. ACCEPTABLE USAGE**

Each Acceptable Usage Statement is not an exhaustive list and members of the community are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

### **3. MONITORING**

The school may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Statement and the School's Data Protection Policy. Where it believes unauthorised and/or

inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the school will invoke its disciplinary procedure. If the school suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

Appendices:

1. FOUNDATION PHASE ACCEPTABLE USE STATEMENT
2. KEY STAGE 2 ACCEPTABLE USE STATEMENT
3. PARENT ACCEPTABLE USE POLICY STATEMENT, LETTER & FORM
4. STAFF ACCEPTABLE USE STATEMENT 2016 & LETTER
5. VISITOR/VOLUNTEER ACCEPTABLE USE STATEMENT
6. PHOTOGRAPH CONSENT
7. DATA PROTECTION POLICY

## FOUNDATION PHASE ACCEPTABLE USE STATEMENT

At Marlborough Primary School we want to ensure that all members of our community are safe and responsible users of technology.

We will support children to:

- Become empowered and responsible digital creators and users
- Use our school resources and technology safely, carefully and responsibly
- Be kind online and help us to create a school community that is respectful and caring, on and offline
- Be safe and be sensible online and always know that you can talk to a trusted adult if you need help

Children will:

- Only use the internet when an adult is with me
- Only click on links and buttons when I know what they do
- Keep my personal information and passwords safe online
- Only send messages online which are polite and friendly
- Understand the school can see what I am doing online
- Use the iPads as directed
- Understand that if I do not follow the rules then I will have to see Assistant Headteacher and/or Headteacher if I do not follow them again
- Have read and talked about these rules with my parents/carers
- Always tell an adult/teacher if something online makes me feel unhappy or worried
- Visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online

**I have read the Foundation Phase Acceptable Use statement:**

Child's Name: .....

Class: .....

Signature: .....

Date: .....

## KS2 ACCEPTABLE USE STATEMENT

- I know that I will be able to use the internet in school, for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school or a parent or carer at home.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I will protect myself by never telling anyone I meet online my address, my telephone number, my school's name or by sending a picture of myself without advice from a teacher or other adult.
- I will never arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- If I get unpleasant, rude or bullying emails or messages I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.
- If I bring in memory sticks / CD ROMs from outside of school I will always give them to my teacher so they can be checked for viruses and content, before opening a file.
- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.
- I know that I am not allowed on personal e-mail, social networking sites or instant messaging in school.
- If, for any reason, I need to bring my mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

**I have read the KS2 Acceptable Use statement:**

Child's Name: .....

Class: .....

Signature: .....

Date: .....

## LETTER FOR PARENTS REGARDING ACCEPTABLE USE

Dear Parents

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops, iPads and other digital devices
- Internet which may include search engines and educational websites
- Email
- Digital cameras, webcams and video cameras
- Dictaphones
- Mobile Phones and Smartphones

Marlborough Primary School recognise the essential and important contribution that technology plays in promoting children's learning and development and offers a fantastic range of positive activities and experiences. However, we also recognise there are potential risks involved when using online technology and therefore have developed online safety policies and procedures alongside the schools safeguarding measures.

The school takes responsibility for your child's online safety very seriously and, as such, we ensure that pupils are educated about safe use of technology and will take every reasonable precaution to ensure that pupils cannot access inappropriate materials whilst using school equipment including appropriate supervision and filtering. Full details of the school's Acceptable Use Policy and Online Safety policy are available on the school website or on request.

We request that all parents/carers support the schools approach to online safety by role-modelling safe and positive online behaviour for their child and by discussing online safety with them whenever they access technology at home. Parents can visit the school's website for more information about the school's approach to online safety as well as to access useful links to support both you and your child in keeping safe online at home. Parents may also like to visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), [www.childnet.com](http://www.childnet.com), [www.parentinfo.org](http://www.parentinfo.org), [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety), [www.saferinternet.org.uk](http://www.saferinternet.org.uk) and [www.internetmatters.org](http://www.internetmatters.org) for more information about keeping children safe online

Whilst the school monitors and manages technology use in school, we believe that children themselves have an important role in developing responsible online behaviours. In order to support the school in developing your child's knowledge and understanding about online safety, we request that you read the attached Acceptable Use Statement with your child and that you and your child discuss the content and return the attached slip. Hopefully, you will also find this Acceptable Use Statement provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

**(Additional Paragraph for Foundation Phase/SEN):** We understand that your child is too young to give informed consent on his/ her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful way to achieve this.

Yours sincerely,  
Headteacher

## PARENT ACCEPTABLE USE POLICY ACKNOWLEDGEMENT FORM

I, with my child, have read and discussed Marlborough Primary School Pupil Acceptable Use Policy.

I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons to safeguard both my child and the school's systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

I, with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school will take all reasonable precautions to reduce and remove risks but cannot ultimately be held responsible for the content of materials accessed through the Internet.

I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Statement or have any concerns about my child's safety.

I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.

I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet - both in and out of school.

I will support the schools Online Safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

Child's Name: .....

Class: .....

Child's Signature: .....

Parents' Names: .....

Signatures: .....

Date: .....

## PARENTS ACCEPTABLE USE STATEMENT

- I have read and discussed the Acceptable Use Policy (attached) with my child
- I know that my child will receive online safety (e-Safety) education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the school's systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted
- I understand that if my child does not abide by the school Acceptable Use Policy then consequences will be applied in line with the schools behaviour policy and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted
- I, together with my child, will support the school's approach to online safety (e-Safety) and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community
- I know that I can speak to, my child's teacher or the Headteacher if I have any concerns about online safety
- I will visit the school's website for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home
- I will visit [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents), [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety), [www.parentinfo.org](http://www.parentinfo.org) [www.internetmatters.org](http://www.internetmatters.org) [www.saferinternet.org.uk](http://www.saferinternet.org.uk) and [www.childnet.com](http://www.childnet.com) for more information about keeping my child(ren) safe online
- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home

**I have read the Parent Acceptable Use Statement:**

Child's Name: .....

Class: .....

Parents' names: .....

Signature: .....

Date: .....



## LETTER FOR STAFF

Dear xxxxx

Social media can blur the definitions of personal and working lives, so it is important that all members of staff take precautions in order to protect themselves both professionally and personally online.

Be very conscious of both your professional reputation and that of the school when you are online. All members of staff are strongly advised, in their own interests, to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it. All staff must also be mindful that any content shared online cannot be guaranteed to be “private” and could potentially be seen by unintended audiences which may have consequences including civil, legal and disciplinary action being taken. Ensure that your privacy settings are set appropriately (many sites have a variety of options to choose from which change regularly and may be different on different devices) as it could lead to your content accidentally being shared with others.

Be very careful when publishing any information, personal contact details, video or images etc online; ask yourself if you would feel comfortable about a current or prospective employer, colleague, child in your care or parent/carer, viewing or sharing your content. If the answer is no, then consider if it should be posted online at all. It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online but do so respectfully. All staff must be aware that as professionals, we must be cautious to ensure that the content we post online does not bring the school or our professional role into disrepute.

If you have a social networking account, it is advised that you do not to accept pupils (past or present) or their parents as “friends” on a personal account. You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns. Please use your work provided email address or phone number to contact children and/or parents - this is essential in order to protect yourself as well as the wider community. If you have a pre-existing relationship with a child or parent/carer that may compromise this or have any queries or concerns about this then please speak to the Online Safety Leader, Stuart Gawthorpe or myself, the Designated Safeguarding Lead.

Documents called “Cyberbullying: Supporting School Staff”, “Cyberbullying: advice for headteachers and school staff” and “Safer professional practise with technology” are available online or from Online Safety Leader to help you consider how to protect yourself online. Please photocopy them if you want or download the documents directly from [www.dysgu.hwb.gov.wales](http://www.dysgu.hwb.gov.wales), [www.childnet.com](http://www.childnet.com), [www.e-safety.org.uk](http://www.e-safety.org.uk) and [www.gov.uk/government/publications/preventing-and-tackling-bullying](http://www.gov.uk/government/publications/preventing-and-tackling-bullying). Staff can also visit or contact the Professional Online safety Helpline [www.saferinternet.org.uk/about/helpline](http://www.saferinternet.org.uk/about/helpline) for more advice and information on online professional safety.

If you are participating in online activity as part of your capacity as an employee of the school then we request that you:

- Be professional and remember that you are an ambassador for the school. Disclose your position but always make it clear that you do not necessarily speak on behalf of the school.
- Be responsible and honest at all times and consider how the information you are publishing could be perceived
- Be credible, accurate, fair and thorough.
- Always act within the legal frameworks you would adhere to within school, including libel, defamation, confidentiality, copyright, data protection as well as equalities laws.
- Be accountable and do not disclose information, make commitments or engage in activities on behalf of the school unless you are authorised to do so.
- Always inform your line manager, the designated safeguarding lead and/or the head teacher of any concerns such as criticism or inappropriate content posted online.

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the school policy could lead to disciplinary action, so it is crucial that all staff understand how to protect themselves online. Please speak to your line manager, the Designated Safeguarding Lead or myself if you have any queries or concerns regarding this.

Yours sincerely,

Headteacher

## STAFF ACCEPTABLE USE STATEMENT 2018

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Statement.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

- I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, PDAs, digital cameras, email and social media sites.
- School-owned information systems, including iPads, must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (a strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system).
- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager. All Apps must be downloaded using the schools iTunes account. Apps for personal use must not be downloaded without permission from the Online Safety lead.
- I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be

kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely. Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.

- I will not keep professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are secured and encrypted. I will protect the devices in my care from unapproved access or theft.
- I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
- I will respect copyright and intellectual property rights.
- I have read and understood the school Online Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
- I will report all incidents of concern regarding children's online safety to the Designated Safeguarding Officer, and/or the Data Protection Officer (DPO) as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the DPO, immediately.
- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, then I will report this to the IT Coordinator DPO as soon as possible.
- My electronic communications with pupils, parents/carers and other professionals will only take place via work-approved communication channels e.g. via a school provided email address or telephone number. Any pre-existing relationships which may compromise this will be discussed with the Senior Leadership Team.
- My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will

not interfere with my work duties and will be in accordance with the school AUP and the Law.

- I will not create, transmit, display, publish or forward any material that is likely to harass or cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
- I will promote Online Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
- If I have any queries or questions regarding safe and professional practice online either in school or off site, then I will raise them with the Head Teacher or DPO.
- I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

*The School may exercise its right to monitor the use of information systems, including Internet access and the interception of emails in order to monitor policy compliance. Where it believes unauthorised and/or inappropriate use of the schools information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the school suspects that the school system may be being used for criminal purposes then the matter will be brought to the attention of the relevant law enforcement organisation.*

**I have read and understood and agree to comply with the Staff Acceptable Use Policy:**

**Signed:** .....

**Print Name:** .....

**Date:** .....

**Accepted by:** .....

**Print Name:** .....

**Date:** .....

## VISITOR/VOLUNTEER ACCEPTABLE USE STATEMENT

*For visitors/volunteers and staff who do not access school ICT systems*

As a professional organisation with responsibility for children's safeguarding it is important that all members of the community are fully aware of their professional responsibilities and read and sign this Acceptable Use Statement. This is not an exhaustive list and visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

1. I will ensure that any personal data of pupils, staff or parents is kept in accordance with the Data Protection Act 1998. Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
2. I have read and understood the school Online Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces
3. I will follow the school's policy regarding confidentially, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation
4. My electronic communications with children, parents and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this will be discussed with the Senior Leadership team and/or Head Teacher
5. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law
6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute

7. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create
8. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Headteacher or DPO.
9. I will report any incidents of concern regarding children's online safety to the Headteacher or DPO as soon as possible.

**I have read and understood and agree to comply with the Visitor /Volunteer Acceptable Use Policy:**

Signed: .....

Print Name: .....

Date: .....

Accepted by: .....

Date: .....

## SOCIAL NETWORKING ACCEPTABLE USE POLICY

*For parents/volunteers running PTA or school's social media accounts*

1. As part of the school's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the school's approach to online safety. I am aware that Facebook and Twitter are public and global communication tools and that any content posted on them may reflect on the school, its reputation and services. I will not use social media to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
2. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the school Designated Safeguarding Lead or the Headteacher. The Headteacher retains the right to remove or approve content posted on behalf of the school. Where it believes unauthorised and/or inappropriate use of the social media or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right to ask for the content to be deleted or deactivated.
3. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. I will follow the school's policy regarding confidentiality and data protection/use of images. I will ensure that I have written permission from parents/carers or the school before using any images or videos which include members of the school community. Images of pupils will be taken on school equipment by the school and in accordance with the school image policy. Images which include pupils will only be uploaded by the school and these will be for the sole purpose of inclusion on social media and will not be forwarded to any other person or organisation.
5. I will promote online safety in the use of social media and will help to develop a responsible attitude to safety online and to the content that is accessed or created.
6. I will set up a specific account/profile to administrate the site and I will use a strong password to secure the account.
7. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.



8. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the DPO and/or Headteacher immediately.
9. I will ensure that social media is moderated on a regular basis as agreed with the DPO and/or Headteacher.
10. I have read and understood the school Online Safety policy which covers the requirements for safe ICT use, including using appropriate devices and the safe use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the Headteacher.
11. If I have any queries or questions regarding safe and acceptable practise online I will raise them with the DPO or the Headteacher.

I have read and understood and agree to comply with the School's Social Networking Acceptable Use Statement:

Signed: .....

Print Name: .....

Date: .....

Accepted by: .....

Date: .....

## STAFF SOCIAL NETWORKING ACCEPTABLE USE POLICY

*For use with staff running official school social media accounts*

1. As part of the school's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the school's approach to Online safety. I am aware that social media is a public and global communication tool and that any content posted may reflect on the school, its reputation and services. I will not use social media to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
2. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the DPO and/or the Headteacher. The Headteacher retains the right to remove or approve content posted on behalf of the school.
3. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. I will follow the school's policy regarding confidentiality and data protection/use of images. This means I will ensure that the school has written permission from parents/carers before using images or videos which include any members of the school community. Any images of pupils will be taken on school equipment, by the school and in accordance with the school's image policy. Images which include pupils will only be uploaded by the school. These will be for the sole purpose of inclusion on social media and will not be forwarded to any other person or organisation.
5. I will promote online safety in the use of social media and will help to develop a responsible attitude to safety online and to the content that is accessed or created. I will ensure that the communication has been appropriately risk assessed and approved by the DPO/Headteacher prior to use.
6. I will set up a specific account/profile using a school provided email address to administrate the social media account and I will use a strong password to secure the account. Personal social networking accounts or email addresses are not to be used. The school Designated Safeguarding Lead and/or school leadership team/Headteacher will have full admin rights to the social media account.
7. Where it believes unauthorised and/or inappropriate use of the social media or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right to ask for the content to be deleted or deactivated.

8. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.
9. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the head teacher and/or DPO urgently.
10. I will ensure that the social media site/page is moderated on a regular basis as agreed with the school DPO.
11. I have read and understood the school's Online Safety policy which covers the requirements for safe ICT use, including using appropriate devices and the safe use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the Headteacher.
12. If I have any queries or questions regarding safe and acceptable practise online I will raise them with the DPO or the Headteacher.

I have read and understood and agree to comply with the School's Staff Social Networking Acceptable Use Statement:

Signed: .....

Print Name: .....

Date: .....

Accepted by: .....

Date: .....