



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.
2. I will not use social media (either official schools accounts or personal accounts) 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.
3. I will not disclose information, make commitments or engage in activities on social media, on behalf of the school without authorisation from the school Designated Safeguarding Lead (Amy Dillon) and/or the head of school/executive headteacher. The headteacher retains the right to remove or approve content posted on behalf of the school.
4. On official school social media accounts 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.
5. On personal or official school social media accounts I will follow the school's policy regarding confidentiality and data protection/use of images.
 - o This means I will check to see if students photos are allowed to be used
 - o Any images of students will be taken on school equipment, by the school and in accordance with the school image policy. Images which include students will only be uploaded by the school via school owned devices. Images taken for the sole purpose of inclusion on social media will not be forwarded to any other person or organisation.
 - o In the event a school device is not available and you use your personal device, you must ensure all images/videos are removed from your device within one week.
6. On official school social media accounts 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 Designated Safeguarding Lead/head of school/executive headteacher prior to use.
7. On official school social media accounts I will set up a specific account/profile using a school provided email address to administrate the account/site/page 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 head of school/executive headteacher will have full admin rights to the social network site/page.
8. On official school social media accounts 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.
9. On official school social media accounts 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.
10. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the head of school/executive headteacher and/or Designated Safeguarding Lead urgently.
11. On official school social media accounts I will ensure that the site/page is moderated on a regular basis as agreed with the school Designated Safeguarding Lead.
12. I have read and understood the school online safety policy which covers the requirements for safe IT use, including using appropriate devices and the use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the headteacher.
13. If I have any queries or questions regarding safe and acceptable practise online I will raise them with the Designated Safeguarding Lead (Amy Dillon) or the headteacher.