



**PORTSMOUTH AND WINCHESTER  
DIOCESAN ACADEMIES TRUST**



# Acceptable Use Policies

**Date Agreed:** March 2020

**Review Date:** March 2021

**Signed:** \_\_\_\_\_

**Chair of Governors**

**Portsmouth and Winchester Diocesan Academies Trust  
St Blasius C of E Primary Academy**

## Acceptable Use Policies

### Revision Record

| Revision No. | Date Issued   | Prepared By | Approved | Comments        |
|--------------|---------------|-------------|----------|-----------------|
| 1            | January 2018  | CW          | GOV      | Reviewed policy |
| 2            | November 2018 | CW          | TCP      | Name Changes    |
| 3            | March 2019    | CW          | TCP      | Reviewed policy |
| 4            | March 2020    | CW          | LGB      | Reviewed policy |



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## **Acceptable Use Policies**

### **LINKS TO OTHER POLICIES**

This policy has links to several other policies including:

- Child Protection Policy and safeguarding procedures.
- Online Safety (E Safety).
- Visitors Policy and Visiting Speakers Agreement.
- Tackling Extremism and Radicalisation.

The following national guidelines should also be read when working with this policy:

- Prevent Strategy HM Government 2019.
- Keeping Children Safe in Education DfE 2019.
- Working Together to Safeguard Children DfE 2018.
- Promoting fundamental British values as part of SMSC in schools 2014.

### **Pupils Acceptable Use Policy: Sample Statements**

*N/B: The following statements for pupils, are provided as suggestions and guidance only. It is recommended that the academy writes their own pupil acceptable use statements, in order to reflect their needs and abilities, the technology available and the online ethos of the academy. Where possible and appropriate, children should be directly involved in this process.*

#### **Possible Statements for Early Years and KS1**

- I only use the internet when an adult is with me.
- I only click on links and buttons when I know what they do.
- I keep my personal information and passwords safe online.
- I know the academy can see what I am doing online.
- I know that I cannot use my own devices whilst in the academy.
- I know that if I do not follow the rules then the academy behaviour policy will come into force.
- I have read and talked about these rules with my parents/carers.
- I always tell an adult/teacher if something online makes me feel unhappy or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.

#### **EYFS and KS1 shortened version (for use on posters etc.)**

- I only go online with a grown up.
- I am kind online.
- I keep information about me safe online.
- I tell a grown up if something online makes me unhappy or worried.

#### **Possible Statements for KS2 Pupils**

- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use an academy computer for school work unless I have permission otherwise.

- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, image or text I use.
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened.
- I keep my personal information safe and private online.
- I will keep my passwords safe and not share them with anyone.
- I will not access or change other people's files or information.
- I will only post pictures or videos on the Internet if they are appropriate and if I have permission.
- I understand that the academy's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of academy computers and Internet access will be monitored.
- I know that if I bring my own mobile phone to school, I should give it to my teacher at the beginning of the day and collect it at the end of the day.
- I know that if I do not follow the rules then the academy behaviour policy will come into force.
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away.
- I have read and talked about these rules with my parents/carers
- If I am aware of anyone being unsafe with technology then I will report it to a teacher.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about keeping safe online.

## **KS2 Shortened version (for use on posters etc)**

- I ask an adult which websites I can use.
- I will not assume information online is true.
- I know there are laws that stop me copying online content.
- I know that people online are strangers and they may not always be who they say they are.
- I will not use technology to be unkind to people.
- I will keep information about me and my passwords private.
- I always talk to an adult if I see something which makes me feel worried.

## St Blasius C of E Primary Academy Parent/Carers Acceptable Use Policy

- 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 regularly, in order to help them understand the importance of safe use of technology and the internet, both in and out of the academy.
- I am aware that any internet and academy computer equipment may be monitored for safety and security reasons and to safeguard both my child and the academy's systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the academy 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 academy cannot be held responsible for the content of materials accessed through the Internet and the academy is not liable for any damages arising from use of the Internet facilities.
- I understand that if the academy has any concerns about my child's safety online, either at the academy or at home, then I will be contacted.
- I understand that if my child does not abide by the academy Acceptable Use Policy then sanctions will be applied in line with the academy's behaviour and anti-bullying policies, as appropriate. If the academy believes that my child has committed a criminal offence then the Police will be contacted. Children's Services may also be consulted or involved.
- I, together with my child, will support the academy'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 academy community.
- I know that I can speak to the academy Online Safety (e-Safety) Coordinator Paul Attrill, my child's teacher or the Principal if I have any concerns about online safety (e-Safety).
- I will visit the academy website [www.stblasiusacademy.co.uk](http://www.stblasiusacademy.co.uk) for more information about the academy'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.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 academy 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, understood and agree to comply with the Parent Acceptable Use Policy.**

Child's Name..... Class.....

Parents Name.....Parents Signature.....

Date.....

## Sample Letter for parents/carers

Dear Parent/Carer,

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 and netbooks.
- Internet which may include search engines and educational websites.
- Email.
- Digital cameras, web cams and video cameras.

St Blasius C of E Primary Academy recognises 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 (e-Safety) policies and procedures alongside the academy's safeguarding measures. The academy filtering system has been designed with educational objectives and has been approved by RM Safety Net. There is a monitoring system in place and any online activity can be traced.

The academy 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 academy equipment. The academy receives a filtered broadband service through the broadband connectivity. This service is intended to stop users accessing any material that would be regarded as inappropriate for the learning environment or illegal. E-Safety will focus in all areas of the curriculum. Staff will be vigilant in monitoring the content of the websites that the children visit.

However no system can be guaranteed to be 100% safe and the academy cannot be held responsible for the content of materials accessed through the internet and the academy is not liable for any damages arising from use of the academy's internet and ICT facilities.

Full details of the academy's Acceptable Use Policy and online safety (e-Safety) policy are available on the academy website [www.stblasiusacademy.co.uk](http://www.stblasiusacademy.co.uk).

We request that all parents/carers support the academy's approach to online safety (e-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/carers can visit the academy website's [www.stblasiusacademy.co.uk](http://www.stblasiusacademy.co.uk) for more information about the academy'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/carers may also like to visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), [www.childnet.com](http://www.childnet.com), [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 academy monitors and manages technology use in academy we believe that children themselves have an important role in developing responsible online behaviours. In order to support the academy in developing your child's knowledge and understanding about online safety, we request that you read the attached Acceptable Use Policy 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 Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at academy and at home.

Should you wish to discuss the matter further, please do not hesitate to contact the academy online safety Coordinator Paul Attrill or myself.

**(Additional Paragraph for Early Years/KS1)**

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,

Principal

**Parent/Carer Acceptable Use Policy Acknowledgement Form**

**Pupil Acceptable Use Policy – St Blasius C of E Primary Academy Parental Acknowledgment**

I, with my child, have read and discussed St Blasius C of E Primary Academy Pupil Acceptable Use Policy.

I am aware that any internet and computer use using academy equipment may be monitored for safety and security reason to safeguard both my child and the academy’s systems. This monitoring will take place in accordance with data protection 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 academy community.

I understand that the academy 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 academy 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 and the academy is not liable for any damages arising from use of the Internet facilities.

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

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

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

I will support the academy’s e-safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

Child’s Name..... Signed (if appropriate).....

Class..... Date.....

Parents Name.....Parents Signature.....

Date.....

## Sample Letter for Staff

### ***N/B: This letter does NOT replace the Staff Acceptable Use Policy***

Dear

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 academy 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 academy 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/carers 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 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 (e-Safety) Coordination/ Designated Safeguarding Lead the Principal.

Documents called “Cyberbullying: Supporting School Staff”, “Cyberbullying: advice for headteachers and school staff” and “Safer practise with Technology” are available to download from [www.childnet.com](http://www.childnet.com) and [www.gov.uk/government/publications/preventing-and-tackling-bullying](http://www.gov.uk/government/publications/preventing-and-tackling-bullying). Copies can printed upon request. 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.

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 academy 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 myself if you have any queries or concerns regarding this.

Yours sincerely,

Principal

### **Additional content regarding online participation on behalf the Academy**

The principles and guidelines below set out the standards of behaviour expected of you as an employee of the academy. If you are participating in online activity as part of your capacity as an employee of the academy then we request that you:

- Be professional and remember that you are an ambassador for the academy. Disclose your position but always make it clear that you do not necessarily speak on behalf of the academy.
- 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 academy, 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 academy unless you are authorised to do so.
- Always inform your line manager, the designated safeguarding lead and/or the Principal of any concerns such as criticism or inappropriate content posted online.

## **St Blasius C of E Primary Academy Staff Acceptable Use Policy**

**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 academy'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 academy systems, they are asked to read and sign this Acceptable Use Policy.**

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

1. I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. Academy owned information systems 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.
3. I understand that any hardware and software provided by the academy 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.
4. 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 and is changed regularly).
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager Georgina Watson.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 2018. 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 academy, hosted online (only within countries or sites with suitable data protection controls that meet the EU and UK regulations) or accessed remotely (e.g. via VPN). Any data which is being removed from the academy site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the academy.
7. I will not keep or access professional documents which contain academy-related sensitive or personal information (including images, files, videos, emails etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are suitably secured and encrypted. I will protect the devices in my care from unapproved access or theft.
8. I will not store any personal information on the academy computer system including any academy laptop or similar device issued to members of staff that is unrelated to academy activities, such as personal photographs, files or financial information.

9. I will respect copyright and intellectual property rights.
10. I have read and understood the academy online safety (e-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.
11. I will report all incidents of concern regarding children's online safety to the Designated Safeguarding Lead the Principal and/or the Online Safety Coordinator (Paul Attrill) as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to (Georgina Watson) Designated Safeguarding Lead the Principal and/or the Online Safety Coordinator (Paul Attrill) and/or the designated lead for filtering (Georgina Watson) as soon as possible.
12. I will not attempt to bypass any filtering and/or security systems put in place by the academy. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any academy related documents or files, then I will report this to the ICT Support Provider/Team/lead (Georgina Watson) as soon as possible.
13. My electronic communications with pupils, parents/carers 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 academy approved communication channels e.g. via an academy 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 Principal.
14. I will ensure that my online reputation and use of ICT and information systems are compatible with my professional role, whether using academy or personal systems. This includes the use of email, text, social media/networking, gaming and any other devices or websites. I will take appropriate steps to protect myself online and will ensure that my use of ICT and internet will not undermine my professional role, interfere with my work duties and will be in accordance with the academy AUP and the Law.
15. 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 academy, or the Portsmouth and Winchester Diocesan Academies Trust, into disrepute.
16. 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.
17. If I have any queries or questions regarding safe and professional practise online either in academy or off site, then I will raise them with the Designated Safeguarding Lead the Principal and/or the Online Safety Coordinator (Paul Attrill).
18. I will only use staff Ipads, not my own devices whilst in the academy and ensure they are password protected with the password given to me by the designated lead for filtering Georgina Watson.

19. I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

*The Academy 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 Policy and the Academy's Data Security 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 Academy will invoke its disciplinary procedure. If the Academy 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.*

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

Signed: .....

Print Name: .....

Date: .....

Accepted by: .....

Print Name:

Date...

## **St Blasius C of E Primary Academy Visitor/Volunteer Acceptable Use Policy**

*This AUP may also be useful for staff who do not access academy 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 Policy. This is not an exhaustive list and visitors/volunteers are reminded that ICT use should be consistent with the academy ethos, other appropriate academy policies, relevant national and local guidance and expectations, and the Law.***

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 2018. Any data which is being removed from the academy site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the academy. Any images or videos of pupils will only be used as stated in the academy image use policy and will always take into account parental consent.
2. I have read and understood the academy online safety (e-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 academy's policy regarding confidentiality, 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 pupils, parents/carers 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 academy approved communication channels e.g. via an academy 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 Principal.
5. My use of ICT and information systems will be compatible with my role within the academy. 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 academy 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 academy, or the Portsmouth and Winchester Diocesan Academies Trust 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 academy or off site, then I will raise them with the Designated Safeguarding Lead the Principal.

9. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead the Principal 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: .....

Print Name:

Date.....

## **St Blasius C of E Primary Academy Social Networking Acceptable Use Policy**

*For parents/volunteers running academy/setting social media accounts e.g. PTA groups and committees*

1. As part of the academy's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the academy's approach to Online safety (e-Safety). I am aware that Facebook and Twitter are public and global communication tool and that any content posted on the site/page/group may reflect on the academy and/or Portsmouth and Winchester Diocesan Academies Trust and their reputation and services. I will not use the site/page/group 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 academy or multi-academy trust into disrepute.
2. I will not disclose information, make commitments or engage in activities on behalf of the academy without authorisation from the Designated Safeguarding Lead the Principal. The Principal (or other appropriate member of senior leadership) retains the right to remove or approve content posted on behalf of the academy. Where it believes unauthorised and/or inappropriate use of the (tool using e.g. Facebook, Twitter) or unacceptable or inappropriate behaviour may be taking place, the academy 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 academy's policy regarding confidentially and data protection/use of images. I will ensure that I have written permission from parents/carers or the academy before using any images or videos which include members of the academy community. Images of pupils will be taken on academy equipment by the academy and in accordance with the academy image policy
5. I will promote online safety in the use of using Facebook or Twitter) 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 using an academy provided email address to administrate the site and I will use a strong password to secure the account. The academy Designated Safeguarding Lead and/or academy management team will have full admin rights to 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 Designated Safeguarding Lead the Principal immediately.
9. I will ensure that using Facebook or Twitter is moderated on a regular basis as agreed with the Designated Safeguarding Lead the Principal.
10. I have read and understood the academy online safety (e-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 Principal.

11. If I have any queries or questions regarding safe and acceptable practise online I will raise them with the Designated Safeguarding Lead the Principal.

**I have read and understood and agree to comply with the Academy Parent Association Social Networking Acceptable Use policy.**

Signed: .....

Print Name: .....

Date: .....

Accepted by: .....

Print Name:

Date.....

## **St Blasius C of E Primary Academy Staff Social Networking Acceptable Use Policy**

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

1. As part of the academy's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the academy's approach to Online safety (e-Safety). I am aware that Facebook and Twitter are public and global communication tool and that any content posted may reflect on the academy and/or Portsmouth and Winchester Diocesan Academies Trust, its reputation and services. I will not use the site/page/group 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 academy or multi-academy trust into disrepute.
2. I will not disclose information, make commitments or engage in activities on behalf of the academy without authorisation from the academy Designated Safeguarding Lead the Principal. The Principal retains the right to remove or approve content posted on behalf of the academy.
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 academy's policy regarding confidentiality and data protection/use of images. This means I will ensure that the academy has written permission from parents/carers before using images or videos which include any members of the academy community. Any images of pupils will be taken on academy equipment, by the academy and in accordance with the academy image policy.
5. I will promote online safety (e-Safety) in the use of using Facebook and Twitter 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 a member of senior leadership team/ Designated Safeguarding Lead the Principal prior to use.
6. I will set up a specific account/profile using an academy provided email address to administrate the account/site/page using Facebook or Twitter and I will use a strong password to secure the account. Personal social networking accounts or email addresses are not to be used. The academy Designated Safeguarding Lead the Principal and/or academy leadership team will have full admin rights to the Facebook or Twitter site/page/group.
7. Where it believes unauthorised and/or inappropriate use of Facebook or Twitter or unacceptable or inappropriate behaviour may be taking place, the academy 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 Designated Safeguarding Lead the Principal urgently.

10. I will ensure that the Facebook or Twitter site/page are moderated on a regular basis as agreed with the academy Designated Safeguarding Lead.
11. I have read and understood the academy online safety (e-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 Principal.
12. If I have any queries or questions regarding safe and acceptable practise online I will raise them with the Designated Safeguarding Lead the Principal.

**I have read and understood and agree to comply with the Academy Social  
Networking Acceptable Use policy.**

Signed: .....

Print Name: .....

Date: .....

Accepted by: .....

Print Name:

Date.....