Simon Langton Grammar School for Boys

Acceptable Use Policy

This policy guides students, parents and all staff, including volunteers, in the acceptable and appropriate use of technology.

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Contents

1. Introduction

At Simon Langton Grammar School for Boys we want to ensure that all members of our community are safe and responsible users of technology. We will support our learners to…

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

2. Acceptable Use Policy for Students

Safe
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences
- I know that my use of school computers, devices and internet access will be monitored to protect me and ensure I comply with the school's acceptable use policy
- I know that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts

Private
- I will keep my passwords private
- I know I must always check my privacy settings are safe and private
- I will think before a share personal information and/or seek advice from an adult
- I will keep my password safe and private as my privacy, school work and safety must be protected

Responsible
- I will not access or change other people files, accounts or information
- I will only upload appropriate pictures or videos of others online and when I have permission
- I will abide by the mobile phone policy in school. I understand that this prohibits the use of personal devices/mobile phones in the hall and corridors at all times, and in classes except with a teacher's permission.
- I know I must respect the schools' systems and equipment and if I cannot be responsible then I will lose the right to use them

- I know that school computers, devices and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed, I will ask a member of staff
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I know that use of the schools' ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that if I do not follow the AUP then I may be subject to sanction, depending on the seriousness of the breach. The sanction will be decided by the appropriate pastoral head (for KS5, the Head of Sixth Form; for KS3 and 4, the Assistant Head Teacher (Pastoral) or appropriate Head of Year).
- I will not take images or videos in school without the express permission of a teacher.

Kind
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
- I will not 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 will always think before I post as once I upload text, photos or videos they can become public and impossible to delete
- I will not use technology to be unkind to people

Legal
- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online.

Reliable

- I will always check that any information I use online is reliable and accurate
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present

Report

- If I am aware of anyone trying to misuse technology, I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online
- I have read and talked about these rules with my parents/carers

3. Sample letter for Learners

Dear [name of student]

All pupils at our school use computer facilities, including internet access, as an essential part of learning. You will have the opportunity to access a wide range of technology resources.

At the Langton we recognise the essential and important contribution that technology plays in promoting your learning and development, both at school and at home. However, we also recognise there are potential risks. The school will take all reasonable precautions to ensure that you are as safe as possible when using school equipment and will work together with you and your family to help you stay safe online. This includes the use of filtering software on the network and you signing up and referring to an Acceptable Use Policy for Learners, including the policy on the use of mobile phones and other personal devices in school.

At the Langton we want to ensure that all members of our community are safe and responsible users of technology. We will support you to:
- Become empowered and responsible digital creators and users
- Use our resources and technology safely, carefully and responsibly
- Be kind online and help us to create a community that is respectful and caring, on and offline
- Be safe and sensible online, and always know that you can talk to a trusted adult if you need help

Should you have any worries about online safety then you can speak with any member of staff. You can also ask for support by emailing cio@thelangton.kent.sch.uk and via other websites such as www.thinkuknow.co.uk www.childline.org.uk and saferinternet.org.uk

We request that you and your family read our school Acceptable Use Policy and return the attached slip. We look forward to helping you become a positive and responsible digital citizen.

Yours sincerely,

4. Student Acceptable Use Policy Agreement Form

Simon Langton Grammar School for Boys
Acceptable Use Policy - Pupil Response

I, with my parents/carers, have read and understood the pupil Acceptable Use Policy (AUP).

I agree to follow the pupil AUP when:

1. I use school systems and devices, both on and offsite
2. I use my own devices in school, when allowed
3. I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school, accessing school email, learning platform or website.

Name…………………………………………. Signed………………………….

Class………………………… Date…………………….

Parents Name……………………………………………........

Parents Signature…………………………….

Date…………….

5. Sample letter to parents

Dear Parent/Carer

All pupils at the Langton use computer facilities and internet access, as an essential part of learning. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources.

The Langton recognises the essential and important contribution that technology plays in promoting children's learning and development and believe it offers a fantastic range of positive activities and experiences. We also recognise however that there are risks too. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that pupils are safe when they use our internet and systems. This includes a mobile phone policy which prohibits the use of personal devices/mobile phones in the hall and corridors at all times, and in classes except with a teacher's permission.

We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour. To support the school in developing your child's knowledge and understanding about online safety, we request that you read the attached Acceptable Use Policy with your child, discuss the content with them 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 school and at home.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Parents can visit the school website's (thelangton.org.uk) for more information about our approach to online safety. Full details of the school's online safety policy are available on the school website or on request. Parents/carers may also like to visit the following links for more information about keeping children safe online:
- www.thinkuknow.co.uk
- www.childnet.com
- www.nspcc.org.uk/onlinesafety
- www.saferinternet.org.uk
- www.internetmatters.org

Should you wish to discuss the matter further, please do not hesitate to contact the Designated Safeguarding Lead, Mr S Peto (speto@thelangton.kent.sch.uk)

Yours sincerely,

6. Parent Acknowledgement Form

Simon Langton Grammar School for Boys

Pupil Acceptable Use Policy: Parental Acknowledgment

I, with my child, have read and discussed the Langton's Acceptable Use Policy for Learners.

I am aware that any internet and computer use using school equipment may be monitored for safety and security reason to safeguard both my child and the schools' 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 every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that the school 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 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.

Student's Name……………………………………………….

Signed ………………………….

Class………………………. Date…………………….

Parent's Name…………………………………………….........

Parent's Signature………………………… Date……………

7. Staff Acceptable Use Policy

As a professional organisation with responsibility for safeguarding, it is important that 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 technology, they are asked to read and sign this Acceptable Use Policy.

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

1. I understand that Information Systems and IT 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. School 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 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 protect the devices in my care from unapproved access or theft.

4. I will respect system security and will not disclose any password or security information. I will use a 'strong' password to access school systems. 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.

5. I will not attempt to install any purchased or downloaded software or hardware without permission from the system manager.

6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection legislation (including GDPR).

- o 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 or accessed remotely.
- o Any data being removed from the school site (such as via email or on memory sticks or CDs) will be suitably protected. This may include data being encrypted by a method approved by the school.
- o Any images or videos of pupils will only be used as stated in the school image use policy and will always reflect parental consent.

7. I will not keep documents which contain school-related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the School Learning Platform to upload any work documents and files in a password protected environment or via VPN.

8. I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school 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 school's online safety policy which covers the requirements for use of mobile phones and personal devices and safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of learners within the classroom and other working spaces.

11. I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Lead.

12. 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, I will report this to the IT technicians as soon as possible.

13. My electronic communications with current or past pupils, parents/carers and other professionals will take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
    - o All communication will take place via school approved communication channels, such as a school provided email address or telephone number, and not via my personal devices or communication channels, such as personal email, social networking or mobile phones.

- o Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead and/or headteacher.

14. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.
    - o I will take appropriate steps to protect myself online and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the staff code of conduct policy and the Law

15. I will not create, transmit, display, publish or forward any material online 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.

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 school or off site, I will raise them with the Designated Safeguarding Lead and/or the headteacher.

18. I understand that my use of the school information systems, including any devices provided by the school, including the school internet and school email, may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

19. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance. Where it believes unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour may be taking place, the school may invoke its disciplinary procedures. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agreed to comply with the Langton Staff Acceptable Use Policy

Name: ……………………… Signed: ………………………... Date: ………

8. Sample letter for Staff

Dear

At the Langton we recognise that staff can be vulnerable to online risks. Social media can blur the definitions of personal and working lives; it is important that all members of staff take precautions to protect themselves both professionally and personally online. We request that all members of staff:

- Are conscious of their own professional reputation and that of the school when online.
  - o 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.
  - o Content shared online cannot be guaranteed to be "private" and could potentially be seen by unintended audiences. This could have consequences including civil, legal and disciplinary action being taken.

- Are aware that as professionals, we must ensure that the content we post online does not bring the school or our professional role into disrepute and does not undermine professional confidence in our abilities.
  - o The teaching standards state that as professionals we should be achieving the highest possible standards in our conduct, act with honesty and integrity and forge positive professional relationships.

- All Staff be careful when publishing any information, personal contact details, video or images online.
  - o 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.
  - o Ensure that the privacy settings of the social media sites you use are set appropriately.
  - o Consider if you would feel comfortable about a current or prospective employer, colleague, child in your care or their parent/carer, viewing or sharing your content. If the answer is no, consider if it should be posted online at all.

- Do not accept pupils or their parents/carers as "friends" on a personal account.
  - o 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.

- o If you have a pre-existing relationship with a child or parent/carer or any other situation that may compromise this, speak to the Designated Safeguarding Lead.

- Always use a work provided email address or phone number to contact children and parents – this is essential to protect yourself as well as the wider community.

- If you are concerned about a child's wellbeing or online behaviour, please speak to the Designated Safeguarding Lead. If you are targeted online by a member of the community or are concerned about a colleague, then please speak to the headteacher and/or chair of governors.
  - o If you are unhappy with the response you receive, or do not feel able to speak to the Designated Safeguarding Lead, headteacher or chair of governors then we request you follow our Whistleblowing procedure

- If you have any questions regarding online conduct expected of staff, please speak to the Designated Safeguarding Lead and/or headteacher.

Documents called "Cyberbullying: Supporting School Staff", "Cyberbullying: advice for headteachers and school staff" and "Safer professional practices with technology" are available on request to help you consider how to protect yourself online.

Please photocopy them if you want or download the documents directly from:
- www.childnet.com/teachers-and-professionals/for-you-as-a-professional
- www.gov.uk/government/publications/preventing-and-tackling-bullying
- www.saferinternet.org.uk
- www.kscb.org.uk/guidance/online-safety

Additional advice and guidance for professionals is available locally through the Education Safeguarding Service or nationally through Professional Unions and/or the Professional Online Safety helpline www.saferinternet.org.uk/about/helpline

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 staff code of conduct could lead to disciplinary action; 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,

9. Volunteer Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the community, including volunteers, are fully aware of their professional responsibilities and read and sign this Acceptable Use Policy.

This is not an exhaustive list; 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 learners, staff or parents/carers is kept in accordance with Data Protection legislation, including GDPR. Any data which is being removed from the site, such as via email or on memory sticks or CDs, will be encrypted by a method approved by the setting. Any images or videos of learners will only be used as stated in the school image use policy and will always reflect parental consent.

2. I have read and understood the school's online safety policy which covers the requirements for use of mobile phones and personal devices and safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of learners 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 pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
   o All communication will take place via school approved communication channels such as via a school provided email address or telephone number and not via personal devices or communication channels such as via personal email, social networking or mobile phones.
   o Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead and/or headteacher.

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, I will raise them with the Designated Safeguarding Lead or the headteacher.

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

10. I understand that if the school believes inappropriate use or unacceptable behaviour is taking place, the school may invoke its disciplinary procedure. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agree to comply with the Langton Volunteer Acceptable Use Policy.

Signed: ………………………Print Name: ……………………… Date: ………

10. Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the schools' boundaries and requirements when using the school Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

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

1. The school provides Wi-Fi for the school community and allows access for educational use.

2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The School takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the School premises that is not the property of the School.

3. The use of ICT devices falls under the school's Acceptable Use Policy, online safety policy and behaviour policy which all pupils/staff/visitors and volunteers must agree to and comply with.

4. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.

5. School owned information systems, including Wi-Fi, must be used lawfully; 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.

6. I will take all practical steps necessary to make sure that any equipment connected to the schools' service is adequately secure, such as up-to-date anti-virus software, systems updates.

7. The school's wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school's wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.

8. The school accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the school's wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.

9. The school accepts no responsibility regarding the ability of equipment, owned by myself, to connect to the school's wireless service.

10. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.

11. I will not attempt to bypass any of the schools' security and filtering systems or download any unauthorised software or applications.

12. My use of school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the Law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.

13. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.

14. I will report any online safety concerns, filtering breaches or receipt of in-appropriate materials to the Designated Safeguarding Lead as soon as possible.

15. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead or the headteacher.

16. I understand that my use of the school Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school may terminate or restrict usage. If the school suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agree to comply with the Langton's Wi-Fi Acceptable Use Policy.

Signed: ………………………... Print Name: ……………………… Date: ………

11. Social Media 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 the range of social media are public and global communication tool and that any content posted may reflect on the school, its reputation and services.

2. 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 school into disrepute.

3. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the school Designated Safeguarding Lead and/or the headteacher. The headteacher retains the right to remove or approve content posted on behalf of the school.

4. 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. 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 image policy. Images which include pupils will only be uploaded by the school via school owned devices. Images taken for the sole purpose of inclusion on will not be forwarded to any other person or organisation.

6. 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/headteacher prior to use.

7. I will set up a specific account/profile using a school provided email address to administrate the account and I will use a strong password to secure the account. Personal social networking accounts or email addresses will not be used.

8. Where it believes unauthorised and/or inappropriate use of 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. 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 headteacher and/or Designated Safeguarding Lead urgently.

11. 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 or the headteacher.

I have read, understood and agree to comply with the Langton's Social Media Acceptable Use policy.

Signed: …………………….... Print Name: ………………………

Date: ………

Accepted by: …………………………… Print Name: ………………………….