



SOCIAL MEDIA USER AGREEMENT

Review Frequency: Annual
Next Review: Spring 2025
Review Committee: Resources
Agreed: Spring 2024
Signed:

A handwritten signature in blue ink, appearing to read 'M. White', written over a horizontal line.

(Headteacher)

Contents

1. Aims and background
2. User requirements
3. Agreement

1. Aims and background

This user agreement covers the use of the SCHOOL social media account; it covers the frequency and content of the account.

The SCHOOL has two Social Media accounts - Instagram and Facebook. The posting of content is restricted to the Admin team and senior leaders. The password is changed quarterly or when changing the password is necessary if it is suspected the password has been compromised.

The accounts are set to 'open' allowing anyone to follow the SCHOOL Social Media accounts, and to see and comment on the posts.

Posts are to be comprised of: news, updates and job vacancies relating to the SCHOOL.

Posts relating to the support of causes should be in line with the ethos of the SCHOOL.

The account can repost and like messages sent by affiliated schools and other approved organisations e.g., Department of Education. The reposting or liking of any post from other organisations should be checked with the Headteacher.

The Social Media account should be run in line with other SCHOOL policies.

The account user will not engage in any online activity that may compromise its professional responsibilities.

All posts that are older than 12 months are monitored, reviewed and deleted as appropriate. This action is taken on the last working day of each month.

2. User requirements

The account user must comply with the requirements below. Failure to do so could possibly lead to disciplinary procedures being started.

Please note that SCHOOL systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. Your behaviour online when working for the SCHOOL and on all SCHOOL devices whether in the office or otherwise may be subject to monitoring.

- I will only use a pre-approved device to log onto the Social Media account.
- I will set strong passwords (at least 10 characters long, mixture of upper and lower case letters, numbers and special characters). I will change the password at least once a year. If I suspect the password has become compromised I will change it immediately.
- I will only disclose the password to the School Administrator, so in an emergency or in the case of illness that person can access the account.
- I will not auto save my log in details and password to the device/s I use to access the account.
- After uploading images to the Social Media account they will be deleted from the device used to take them as soon as reasonably possible.
- I will not use Social Media to communicate directly with any individuals, such communication should be directed to the SCHOOL approved email system.
- I will consider if posts I sent breach confidentiality or the Data Protection Act, by asking 'should the recipients view this information?'
- I will not support or promote extremist organisations, messages or individuals.
- I will not give a voice or opportunity to extremist visitors with extremist views.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the Headteacher.
- I will check copyright and not publish any work including images, music and videos that is protected by copyright without seeking the author's permission.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils/students or staff and will not store any such images or videos at home or on any personal devices.
- For any images I take or post, I will ensure that I have a valid lawful basis to process the image.
- I will ensure that any private social networking site/accounts/blogs etc; that I create or actively contribute to are not confused with my professional role and will create a distinction between the two.
- I will ensure, where used, I know how to use any social networking site's tools/security, so as not to compromise my professional role.

- I understand that the School's Data Protection Policy requires that any information seen by me with regard to staff or pupil/student information, held within a schools' information system, will be kept private and confidential **EXCEPT** when it is deemed necessary that I am required by law to disclose information to an appropriate authority.
- I am aware that under the provisions of Data Protection Legislation the SCHOOL and I have extended responsibilities regarding the creation, use, storage and deletion of data, and I will not store any pupil/student data that is not in line with the School Data Protection Policy and adequately protected. The School's Data Protection Officer must be aware of all data storage.
- I understand it is my duty to support a whole-school/School safeguarding approach and will report any behaviour of other staff and pupils/students which I believe may be inappropriate or concerning in any way to the relevant senior member of staff/designated safeguarding lead.
- I understand that I have responsibility to uphold the standing of the teaching profession and of the schools the SCHOOL supports, and that my digital behaviour can influence this.

3. Agreement

User Signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others' safeguarding and that I undertake to be a safe and responsible Social Media user.

I understand that it is my responsibility to ensure that I remain up to date and read and understand the St Mary's Hampton School most recent online safety/safeguarding policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature.....Date.....

Full name.....(printed)

Authorised signature

Signature.....Date.....

Full name.....(printed)