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consider the appropriateness of any images they post due to the difficulty of removing an image once online.

- Pupils/Students are always reminded to avoid giving out personal details on such sites which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, IM/ email address, specific hobbies/ interests).
- Our pupils/students are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.
- Pupils/Students are encouraged to be wary about publishing specific and detailed private thoughts online.
- Our pupils/students are asked to report any incidents of bullying to the school/college.
- Staff may only create blogs, wikis or other web 2 spaces in order to communicate with pupils/students using the LA Learning Platform or other approved systems.

## 5.9 .


- The school/college is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any member of the school/college community is not allowed.
- Users bringing personal devices into school/college must ensure there is no inappropriate or illegal content on the device.

### 5.11 Managing email

The use of email within most schools/colleges is an essential means of communication for both staff and pupils/students. Educationally, email can offer significant benefits including; direct written contact between schools/colleges on different projects, be they staff based or pupil/student based, within school/college or internationally. We recognise that pupils/students need to understand how to style an email in relation to their age and good 'netiquette'. In order to achieve ICT level 4 or above, pupils/students must have experienced sending and receiving emails.

- The school/college gives all staff their own email account to use for all school/college business. This is to minimise the risk of receiving unsolicited or malware for all

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## 6. Monitoring & Review

Overall responsibility for the operation of the procedure lies with the Head Teacher or College Principal. The effectiveness of the procedure will be formally reviewed and monitored as a minimum on a bi-annual basis to ensure that it continues to meet the requirements of The Foundation, the specific service area and that it reflects best practice and statutory legislation as appropriate.

The below table outlines the monitoring and compliance requirements of the procedure:

## 7. Associated Policies & References

IT Policy

Behaviour Policy

Bullying Policy

Child Protection Policy

Adult Protection Policy

Health & Safety Policy

Using images of people and consent procedure.
