



# WORKS 4 U

## IT & Social Media Policy

## 1. Introduction

At Works4U College, we are committed to providing a safe and supportive environment for all learners. As part of our responsibility to safeguard and promote the welfare of our students, this IT and Social Media Policy has been established to ensure that all members of the college community understand the appropriate use of technology and social media. This policy aligns with the guidelines set forth by the *Keeping Children Safe in Education* (KCSIE) 2024 and is designed to protect both students and staff while using online tools and platforms.

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## 2. Purpose of the Policy

This policy aims to:

- Safeguard students and staff from potential online risks and harmful content.
  - Promote responsible, ethical, and respectful use of IT systems and social media platforms.
  - Ensure that students have access to appropriate educational resources while maintaining their safety and privacy.
  - Align with KCSIE 2024 guidelines to meet statutory requirements for safeguarding.
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## 3. Scope of the Policy

This policy applies to:

- All staff, students, and external visitors using the college's IT systems, devices, and social media platforms.
  - All online activity related to the college, including the use of computers, mobile devices, and social media accounts.
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## 4. Acceptable Use of IT Systems

All users of Works4U College's IT systems must:

- Use college-provided devices and IT systems responsibly and for educational purposes only.
- Not engage in any activity that could disrupt or harm the college's network or devices.
- Ensure that all online interactions are respectful, inclusive, and do not promote discrimination, bullying, or harassment.
- Adhere to copyright laws and not download or share unauthorized materials.
- Maintain the security of devices by logging off when not in use and keeping passwords confidential.

- Report any suspicious or inappropriate content or activity to designated safeguarding staff immediately.
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## 5. Social Media Use

When using social media, whether in a professional or personal capacity, the following guidelines apply:

- Staff should not accept students as friends or followers on personal social media accounts.
  - Any content shared by staff on personal social media should be appropriate and uphold the professional standards expected by the college.
  - Students should be educated on the importance of protecting their online privacy and only sharing content that is safe and appropriate.
  - Staff and students should not use social media to communicate personal or sensitive information about the college, colleagues, or students unless specifically authorized to do so.
  - When representing the college on official social media accounts, staff must ensure that the content aligns with the college's values and mission, and that it does not compromise the safety or wellbeing of students.
  - Cyberbullying, harassment, and inappropriate behaviour online are not tolerated. Any reports of such activity will be addressed following the college's safeguarding and behaviour policies.
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## 6. Safeguarding and Online Safety

In line with KCSIE 2024, Works4U College has put in place measures to protect students from online risks:

- **Staff Training:** All staff will receive regular training on online safety, including how to recognize and respond to online risks such as cyberbullying, grooming, and inappropriate content.
  - **Internet Filtering:** The college's internet services will be filtered to block inappropriate content and restrict access to harmful or non-educational websites.
  - **Monitoring:** The college will monitor the use of IT systems and social media platforms to identify any misuse and to ensure the safety of students.
  - **Reporting Mechanism:** Students and staff are encouraged to report any concerns regarding online safety or inappropriate content. All reports will be taken seriously and addressed promptly by the safeguarding team.
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## 7. Privacy and Data Protection

Works4U College respects the privacy of its students and staff and will handle all personal data in accordance with the Data Protection Act 2018 and GDPR requirements. Users must:

- Not share personal or sensitive data about students or colleagues on social media or unsecured online platforms.
  - Ensure that any data shared online, including through email, is appropriate and complies with the college's confidentiality and privacy guidelines.
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## **8. Consequences of Misuse**

Failure to adhere to this policy may result in disciplinary action, which could include suspension or termination of IT access, suspension from the college, or other appropriate measures, as outlined in the college's Behaviour Policy. In cases where online safety concerns are raised, the college will follow safeguarding procedures as set out in the Safeguarding and Child Protection Policy.

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## **9. Review of the Policy**

This policy will be reviewed annually to ensure its effectiveness and compliance with any changes to legislation, guidance, or best practice, including updates to KCSIE. Staff, students, and other stakeholders will be informed of any changes to the policy.

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## **10. Policy Approval**

This policy has been approved by the senior leadership team at Works4U College and is effective from the date of publication.