

**Internet & Social Media Policy**

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**Introduction**

At Adventure in Learning, we believe in providing a safe and secure online environment for all our students and staff. The Internet and social media platforms are valuable tools for learning and communication, but they also present risks and potential dangers. Therefore, it is essential to establish clear guidelines and policies to ensure that everyone in our provision uses these tools appropriately and responsibly. This policy outlines the expectations and responsibilities for all users of the Internet and social media platforms within the Adventure in Learning community.

**Acceptable Use**

All users of Adventure in Learning’s Internet and social media platforms must adhere to the following guidelines:

Respect others: Users must not use the Internet or social media platforms to harass, bully, or intimidate others. Comments, posts, or messages that are discriminatory, offensive, or inappropriate are strictly prohibited.

Protect personal information: Users must not share any personal information, including contact details or location, about themselves or others on any public or private platform.

Protect provision reputation: Users must not post or share any content that could harm the reputation of Adventure in Learning or its staff, students, or partners.

Legal and ethical use: Users must comply with all applicable laws, including copyright and intellectual property laws, and ethical standards when using the Internet and social media platforms.

Security: Users must protect their accounts and passwords and report any suspicious activity or security breaches to the Governance and Policy Lead.

**Photography and images**

The vast majority of people who take or view photographs or videos of children do so for entirely innocent and legitimate reasons. Sadly, some people abuse children through taking or distributing images, so we must ensure that we have some safeguards in place.

**To protect students, we will:**

* seek parental consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
* use only the student’s first name with an image
* ensure pupils are appropriately dressed
* encourage students to tell us if they are worried about any photographs that are taken of them.

**E-Safety**

We recognise the importance of e-safety in safeguarding children and young people and this primarily includes how we manage students’ use of their own electronic devices on the site, and in particular mobile phones. Whilst we have internet access on site, this is not accessible to the pupils. The pupils will have their mobile phones stored away whilst in lessons or activities. Albeit, they are allowed to have their mobile phones with them during breaks and can utilise the internet via their own data plans, which we do not actively monitor. This approach is considered and discussed with the pupils / parents or carers on their induction and when they sign the form for parental consent for various issues. This form will be stored with the pupil's record.

We also have appropriate filtering and monitoring systems on the provisions internet and educate pupils about online risks and how to stay safe.

We follow KCSIE 2024 requirements, including designating a senior staff member responsible for overseeing filtering and monitoring systems.

We also comply with DfE Filtering & Monitoring Standards (Sept 2023), reviewing our systems regularly to ensure effectiveness.

**Social Media Accounts**

Adventure in Learning maintains official social media accounts to communicate with students, parents, and partners. Only authorised staff members are permitted to create, manage, or post on these accounts. All posts must align with the school’s values and policies and comply with the acceptable use guidelines outlined in this policy.

**Personal Social Media Accounts**

Adventure in Learning does not regulate or monitor personal social media accounts of its students or staff. However, users must be aware that their online behaviour may impact their reputation and the reputation of the provision. Therefore, users are advised to exercise caution and follow the acceptable use guidelines outlined in this policy.

**Online Communication**

Online communication includes email, messaging, and other forms of digital communication. All users of Adventure in Learning’s online communication tools must follow the acceptable use guidelines outlined in this policy. In addition, all email communication must use professional language and tone and be respectful and appropriate.

**Online Safety**

Adventure in Learning takes online safety very seriously. All students will receive age-appropriate digital literacy lessons that cover online safety, cyberbullying, privacy, and responsible online behaviour.

Our online safety education and monitoring align with Working Together to Safeguard Children 2023.

**Monitoring and Enforcement**

Adventure in Learning may monitor and review any user’s online activity on school-owned devices or accounts, including email and social media accounts. Any suspected violation of this policy may result in disciplinary action, up to and including termination or expulsion.

**Conclusion**

At Adventure in Learning, we believe in the benefits of the Internet and social media platforms but also recognize the potential risks and dangers. This policy is designed to provide clear guidelines and expectations for all users of these tools within our provision. By following these guidelines, we can ensure that our online environment is safe, secure, and conducive to learning and communication.

Reviewed – 27th August 2025