



# Oakswood College

Empowering Through Education



## Social Media and IT

### *Quick User Reference Guide*

PROMOTING EXCELLENCE • ENSURING COMPLIANCE  
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE



# Oakswood College

Empowering Through Education

*(Trading name of Oakswood Group Ltd)*

## Quick Reference Guide

### Social Media & IT Acceptable Use (Staff & Students)

#### DO

- ✓ Use college IT systems mainly for learning, teaching, and work purposes
- ✓ Keep passwords secure and use multi-factor authentication where required
- ✓ Think before you click – report suspicious emails or links
- ✓ Use professional language in emails and online platforms
- ✓ Protect personal data and confidential information
- ✓ Follow safeguarding and data-protection requirements

#### DON'T

- ✗ Share your login details with anyone
- ✗ Access or share illegal, offensive, or inappropriate content
- ✗ Download unauthorised software or bypass security controls
- ✗ Post confidential or sensitive information on social media
- ✗ Represent personal opinions as Oakswood College views

#### Social Media – Key Rules

- Only authorised staff may post on official Oakswood College accounts
- Personal accounts must not disclose internal college information
- Avoid online behaviour that could harm students, staff, or the College's reputation

#### Security & Monitoring

- IT use may be monitored for security and compliance
- All activity must comply with UK GDPR and safeguarding obligations

#### Reporting Issues

- 📧 IT or cyber incidents: **IT Support / Information Systems Team**
- 🛡️ Safeguarding concerns: **Designated Safeguarding Lead (DSL)**
- ⚠️ Policy breaches: **Line Manager or Head of Governance, Quality, Compliance & Information Systems**

*Document Owner: Head of Governance, Quality, Compliance & Information Systems*

*Review Cycle: Annual*