



Oakswood College

Empowering Through Education



Social Media and IT

User Acknowledgement Form

PROMOTING EXCELLENCE • ENSURING COMPLIANCE
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE



Oakwood College
Empowering Through Education



Oakwood College
Empowering Through Education

(Trading name of Oakwood Group Ltd)

Social Media & IT Acceptable Use Policy

User Acknowledgement Form

User Name:					
Role:	<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Contractor	<input type="checkbox"/> Governor	<input type="checkbox"/> Other:
Department / Programme:					
College Email / ID:					
Date:					

I confirm that:

- I have read and understood the *Oakwood College Social Media & IT Acceptable Use Policy*.
- I agree to comply with all requirements set out in the policy and associated procedures.
- I understand that misuse of IT systems or social media may result in disciplinary action and/or legal consequences.
- I understand that Oakwood College may monitor use of its IT systems in accordance with law and regulatory requirements.

Signature:	
Name (Print):	



(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