# **PURPOSE:**

Insert name of forum recognise that the use of networking sites is a growing phenomenon and is increasingly used as a communication tool now by many more people. The use of social media provides many opportunities to improve the way we communicate, reach out and interact with people and other groups.

With the development of our own insert list names of platforms used, it has highlighted that whilst these technologies provide exciting opportunities, they are accompanied by dangers and negative consequences, if abused by users.

This policy will provide guidelines for acceptable use, not only for our own Website, insert list names of platforms used, but all on-line social networking communications as they relate to insert name of forum.

# **POLICY:**

This policy is intended to help the insert name of forum steering group, parent representatives and employees make appropriate decisions about the use of email, conventional mail; social media including (but is not limited to): blogs, wikis, social networking websites, podcasts, forums, message boards or comments on web-articles, such as X, Facebook, LinkedIn, Google+, Flickr, YouTube, etc. This includes the insert name of forum website and any other relevant social media.

This policy outlines the standards the steering group, parent representatives and employees must observe when using insert name of forum social media.

insert name of forum accept that the use of email and all social media is a valuable communication tool. Use of insert name of forum signatory’s, logo, email, conventional mail and all social media formats by the steering group, parent representatives or employees of insert name of forum are permitted and encouraged where such use supports the goals and objectives of insert name of forum. However, use of the insert name of forum signatory, logo must not be used when undertaking personal activity.

Misuse of this facility can have a negative impact upon the steering group, parent representatives and employee’s productivity, morale and the reputation of insert name of forum. They should only be used in connection with insert name of forum local, regional and national business to do with and including meetings, events or keynote speaking.

Whenever such representatives and employees use insert name of forum social media, even for personal messages, they do so as insert name of forum representatives. They must ensure that they:

* Comply with current legislation
* Do not create unnecessary risk to insert name of forum by their misuse of the internet
* Do not represent personal views as the views of insert name of forum

# **MODERATOR:**

All social media, where possible, will be administered by an anonymous moderator account. The role of the moderator will be to:

* ensure the above rules and guidelines are followed by forum members, and the posted rules and guidelines are followed by the wider parent carer community.
* to remove spam and abusive/offensive posts/ users who persistently refuse to follow said rules and guidelines.
* to promote interaction, build a community feel, and provide help and support to users.
* finally, to ensure the forum's brand/image is upheld and not damaged through the social media platform

There will always be at least two insert name of forum steering group members, who have access to the moderator admin, account. Only a member of the forum's steering group may hold this role.

At the handing over of the responsibilities by those holding the moderator post, a new password must be implemented to make sure that only those who have that role, have access.

The insert name of forum delegated moderator/s reserve the right to remove, edit, or otherwise alter content deemed inappropriate for any reason, without notification.

# **UNACCEPTABLE BEHAVIOUR:**

The following behaviour by a insert name of forum steering group member, representative or employee is considered unacceptable:

* Use of insert name of forum communications systems to set up personal businesses or send chain letters
* Forwarding of insert name of forum confidential messages to external locations
* Distributing, disseminating, or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal use of email, conventional Mail and all social media formats in an acceptable way
* Distributing, disseminating, or storing images, text or materials that might be considered discriminatory, offensive, abusive, bully or intimidate in that the context is a personal attack, sexist, racist or might be considered as harassment
* Accessing copyright information in a way that violates the copyright
* Breaking into the insert name of forum system or unauthorized use of a password/mailbox
* Broadcasting unsolicited personal views on social, political, religious or other non- business-related matters
* Transmitting unsolicited commercial or advertising material
* Undertaking deliberate activities that waste representative’s effort or networked resources
* Introducing any form of computer virus or malware into the corporate network

# **AGREEMENT:**

All insert name of forum steering group, parent representatives, volunteers and employees who use insert name of forum logo on emails, use on-line services, or communicate on behalf of insert name of forum do so on the understanding they agree to abide by this policy at all times.

# **Related policies**

This policy should be read alongside with the following policies:

* Acceptable usage policy
* Code of Conduct
* GDPR policy

Approved X 2025

Responsibility of: Steering Group

Next review date X 2026