



# Acceptable Usage Policy

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## Introduction

Slough SEND PCF recognise that digital communication methods including social media sites are increasingly used as a communication tool by many people. The use of these provides many opportunities to improve the way we communicate, reach out and interact with people and other groups. Whilst these technologies provide exciting opportunities, they are accompanied by dangers and negative consequences, if abused by users.

This policy will provide guidelines for our membership, steering group, staff and volunteers, about what we feel is acceptable use of all digital communications as they relate to Slough SEND PCF. Slough SEND PCF social media moderators reserve the right to remove, edit, or otherwise alter content deemed inappropriate for any reason, without notification.

## 1. Unacceptable Behaviour

The following behaviour is considered unacceptable:

- use of Slough SEND PCF social media and digital platforms to send chain letters
- forwarding of Slough SEND PCF confidential messages to others
- distributing, disseminating, or storing images, text or materials that might be considered indecent, pornographic, obscene, or illegal
- 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
- using copyright information in a way that violates the copyright
- posting political or religious related matters
- transmitting unsolicited commercial or advertising material



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- undertaking deliberate activities that waste representative's effort or resources
- Introducing any form of computer virus or malware

## 2. Social Media

2.1 If a social media post is deemed to be unacceptable, the social media moderator will take the following action:

- remove the post or comments that is deemed to break the forums rules
- privately contact any individual and signpost to the forum's rules to avoid any further incidents

2.2 If further unacceptable comments are posted the moderator will follow the following steps:

- remove the unacceptable post/comment
- advise the steering group of the continued unacceptable use of the platform
- following this the social media user who is not following the forums rules will be blocked from posting.

## 3. Emails

### 3.1 Incoming emails

If an email is deemed to be unacceptable, the chair/co-chair or another steering group member will take the following action:

1. review the email in line with the forums policies including bullying and harassment policy
2. privately contact any individual and signpost to the forum's rules to avoid any further incidents

### 3.2 Outgoing emails

If an email sent from Slough PCF is deemed to be unacceptable, the chair/co-chair or another steering group member will take the following action:



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1. review the email in line with the forums policies including bullying and harassment policy, equality and diversity policy and code of conduct
2. privately discuss with the individual and signpost to the forum's rules to avoid any further incidents
3. successive emails will be handled under the forums policy and may include disciplinary action

## 4. Comments on digital platforms

4.1 If a comment on a digital platform, such as zoom or teams that is posted by a representative Slough SEND PCF is deemed to be unacceptable, the chair/co-chairs or another steering group member will take the following action:

1. review the comment in line with the forums policies including bullying and harassment policy, equality and diversity policy and code of conduct
2. privately discuss with the individual and signpost to the forum's rules to avoid any further incidents
3. successive incidents will be handled under the forums policy and may include disciplinary action

Approved: 13/05/2026

**Responsibility of: Steering Group**

**Next review date: 01/05/2027**