

DIGITAL SAFETY POLICY FOR PUPILS

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Reviewed By	Head of Junior School, Director of Projects and Director of Digital Strategy, Director of IT
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1. Introduction

- 1.1 North London Collegiate School (the School) expects pupils to behave respectfully online and offline, to use technology for teaching and learning and to prepare for life after school, and to immediately report any concerns or inappropriate behaviour.
- 1.2 The Digital Safety Policy for Pupils sets out the roles, responsibilities and procedures for the acceptable, safe, and responsible use of all digital and electronic communication technologies. This includes the use of School based devices as well as personal mobile devices, digital content on the internet, collaboration tools such as email and instant messaging, as well as other social networking platforms and technologies.
- 1.3 The relevant Digital Safety Agreement will be circulated to parents and pupils prior to the start of every academic year for pupils and parents to read, sign and return to the School.
- 1.4 This policy should be read in conjunction with the following which are available on the School website:
 - Anti-bullying Strategy
 - Behaviour Policy
 - Data Protection Policy
 - PSHE Policy
 - Privacy Notices
 - Safeguarding & Child Protection Policy
 - Terms & Conditions
 - Use of Pupils’ Images and Names Policy

- 1.5 This policy applies to the whole School from Early Years Foundation Stage (EYFS) to sixth form.
- 1.6 This policy is available on the School website.
- 1.7 Copies of the above are held at the Senior School Office for consultation by parents. You may also email the School at Office@nlcs.org.uk to request hard copies which can be made available in large print or other accessible format if required.

2. Aims and objectives

2.1 The aims and objectives of this policy are to:

- ensure the safeguarding of all pupils within the School by detailing appropriate and acceptable use of all online and digital technologies
- help pupils take responsibility for their own Digital Safety, and to help staff guide and teach them appropriately
- ensure that pupils use technology safely and securely and are aware of both external, and peer to peer risks when using technology
- outline the roles and responsibilities of all pupils, staff and parents
- ensure all pupils and parents are clear about procedures for misuse of any online technologies
- develop links with parents and the wider School community to ensure continued awareness of online technologies
- encourage pupils to make safe, secure and effective use of technology
- minimise the risk of harm to the assets and reputation of the pupils and / or the School

3. Statutory and regulatory framework

3.1 This policy complies with the following:

- [The Education \(Independent School Standards\) Regulations \(2014\)](#)
- [Keeping Children Safe in Education \(September 2023\)](#)

4. Scope and responsibilities

4.1 This policy relates to safety and the acceptable use of the following technologies, both inside and outside of the School, whether on School devices or on devices which are privately owned by pupils and/or parents.

- Collaboration platforms including the internet, email, and Virtual Learning Environments
- Fixed desktops, laptops, mobile devices and tablets
- Instant messaging and presence awareness and all other social networking platforms (including but not limited to WhatsApp, TikTok, Snapchat, Facebook, Instagram, LinkedIn, Twitter and other

technologies which enable the sharing of information, images, and conversation)

- Mobile phones and smartphones/watches, and apps including games
 - Cameras, webcams, and other photographic and video equipment
- 4.2 Parents are encouraged to read this policy with their child and discuss the topics and implications it addresses in an age appropriate way. Parents are encouraged to attend any digital safety talks held at the School.
- 4.3 The Governing Body has overall responsibility for the safeguarding procedures within the School, the day to day responsibilities for which are delegated to the Head. The Designated Safeguarding Governor takes leadership of the School's safeguarding arrangements, including the School's online safety procedures, on behalf of the Governing Body, including an annual review of the procedures.
- 4.4 The Head has overall responsibility for the safety and welfare of members of the School community. The Head delegates day to day responsibility for the online safety of pupils to the Designated Safeguarding Lead (DSL) as the person with responsibility for safeguarding and child protection throughout the whole School.
- 4.5 The Deputy Head (Pastoral) and the Head of the Junior School are responsible for the implementation and annual review of this policy and will review the record of Digital Safety incidents and new technologies where appropriate, to consider whether existing security and Digital Safety practices and procedures are adequate.
- 4.6 The Director of IT is responsible for the operation of the security of the School's systems, including the filtering system to ensure that pupils are unable to access any material online that poses a safeguarding risk, including terrorist and extremist material, while using the School network.

5. Risk management

- 5.1 Whilst the School endeavours to safeguard and mitigate against all risks with regards to Digital Safety, it will never be able to eliminate them all. Any incidents that come to our notice will be dealt with quickly and appropriately, according to this policy, to ensure the School continues to protect pupils.
- 5.2 To safeguard and promote the welfare of pupils both inside and outside of the School, it is important to anticipate and prevent the risks arising from:
- Inappropriate contact from users online, including strangers
 - Cyber-bullying and similar forms of online abuse or harassment
 - Illegal activities of downloading or copying of copyright materials and file-sharing via the internet or mobile devices
 - Issues with inappropriate email

- Exposure to inappropriate online content and material
 - The sharing of personal data, including images and the use of social media
- 5.3 Pupils should be mindful of their use of social media platforms and the digital footprints created.

6. Pupils

6.1 Pupils are responsible for their actions, conduct and behaviour on the internet and with technology. Their use of technology should be safe, secure, responsible and legal. If a pupil is aware of misuse by other pupils they should talk to a teacher or member of staff about it as soon as possible.

6.2 In lessons and during School related activities, pupils will use School devices to access content and resources. All pupils will receive guidance on the use of the School's internet and digital systems.

6.3 Our pupils:

- are responsible for following the Digital Safety Agreement whilst within School and at home, as agreed each academic year or whenever a new pupil starts at the School for the first time, and are required to sign that they have read and understood this policy. Pupils are asked to review the Digital Safety Agreement annually with their form tutor.
- are taught about Digital Safety in a safe, responsible and age – appropriate manner
- should immediately tell an adult about any inappropriate materials or contact from someone they do not know
- are reminded that the consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery), is strictly prohibited by the School and may constitute a criminal offence
- are made aware of the potential use of online digital technologies
- are taught and encouraged to consider the implications for misusing the internet and, for example, posting inappropriate materials to websites or on social media applications
- are taught that the downloading of materials, for example music files and photographs, needs to be appropriate and ‘fit for purpose’, and be copyright free
- are taught that sending malicious or hurtful messages, either inside School or outside of School can become a matter whereby the School may set sanctions or involve outside agencies such as the police
- are taught not to put themselves at risk online and taught what to do if they are concerned they have put themselves at risk
- are taught what to do if they are concerned that other children are at risk

- are given explicit guidelines and procedures for using mobile phones and other personal devices in School and are expected to abide by this policy

6.4 The School reserves the right to monitor the use of the digital communications and technology in the School, including the use of the internet, email and social media. Pupils should remember that even when an email or something that has been downloaded, has been deleted, it can still be traced on the system. Pupils should not assume that files stored on servers or storage media are always private. If a pupil is unsure about whether they are doing the right thing, they must seek assistance from a member of staff.

6.5 If there is a suggestion that a child is at risk of abuse or significant harm, the matter will be dealt with under the School's child protection procedures as set out in the School's Safeguarding & Child Protection Policy. If a pupil is worried about something that they have seen on the internet, they should talk to a teacher or member of staff about it as soon as possible.

6.6 In a case where the pupil is considered to be vulnerable to radicalisation as a result of their on-line activity they will be referred to the Channel programme, this should be in consultation with the DSL.

7. Inappropriate use by pupils

7.1 Where a pupil breaches any of the rules, practices or procedures set out in this policy, the Head will apply sanctions that are appropriate and proportionate to the breach including, in the most serious cases, in line with the School's Behaviour Policy.

7.2 Unacceptable use of electronic equipment or the discovery of inappropriate data or files on School devices, or inappropriate posts online, could lead to confiscation of any relevant School device or deletion of the material in accordance with the practices and procedures in this policy and the School's Behaviour Policy.

8. Accidental use

8.1 If a pupil accidentally accesses inappropriate materials, the pupil is expected to take action to minimise the screen or close the window and immediately report this to an appropriate member of staff. All Digital Safety incidents should be reported to the Deputy Head (Pastoral) or the Head of the Junior School, and will be recorded in the appropriate way.

9. Deliberate misuse

9.1 Should a pupil be found to deliberately misuse digital or online facilities whilst at School, appropriate actions will be taken. Please refer to the School's Behaviour Policy for further details. Deliberate abuse or damage of School equipment will result in parents being informed, and where appropriate, billed for the replacement costs of the equipment.

9.2 Should a pupil use the internet - whilst not in School time and/or not on the School premises, whether on a School or personal device, in such a way as to cause hurt or harm to a member of the School community, the School will act quickly and in accordance with its Behaviour Policy.

10. Parents and visitors

- 10.1 All parents have access to a copy of this policy on the School website. Parents are asked to explain and discuss the policy with their child, where appropriate, so that they are clearly understood and accepted.
- 10.2 As part of the approach to developing Digital Safety awareness with pupils, the School may offer parents the opportunity to find out more about how they can support the School to keep their child safe whilst using online technologies beyond School; this may be by offering parent education talks or by providing advice and links to useful websites. The School wishes to promote a positive attitude to using the internet and digital and social technologies, and therefore asks parents to support their child's learning and understanding of how to use online technologies safely and responsibly. In line with this, parents are encouraged to use their own filtering and monitoring technology at home.

11. All staff

- 11.1 Digital Safety is the responsibility of every member of the School community. All staff at the School have a responsibility to promote, observe, and respond to events surrounding Digital Safety. Staff are encouraged to act as good role models in their use of technologies, the internet and mobile electronic devices, and report any concerns about a pupil's welfare and safety in accordance with this policy and the School's Safeguarding & Child Protection Policy and procedures.

12. The use of technology

- 12.1 The School will do all it reasonably can to limit exposure to the above risks when using the School's network. This is achieved by putting safety and security at the heart of the IT strategy and embedding it by default in the design of all systems. The School secures inbound and outbound traffic, has in place filtering systems to safeguard pupils from potentially harmful and inappropriate material online, and scans all incoming email. The filtering can be configured such that pupils in the Junior School will receive different filtering rules than those in the Senior School.
- 12.2 Secure Wi-Fi access is provided in and around the School grounds. Pupils must connect to the internet whilst on premises owned by the School using the 'Student' wireless network.
- 12.3 Visitors to the School are expected to connect to the School's wireless network and will be issued with an account and code personal to them by reception staff.
- 12.4 The School is aware that many pupils have unlimited and unrestricted access to the internet via mobile phone networks (i.e., 3G, 4G and 5G), and that this access means some pupils may use this technology inappropriately to bully or harass other pupils, or to view or share inappropriate material, whilst at School. Pupils must connect to the School's wireless network whilst on the premises, and abide by the School's Behaviour Policy and Anti-bullying Strategy.
- 12.5 The School provides accounts and email addresses for all pupils to promote safe and efficient communication inside and outside of the School. Office 365 is the School's main collaboration platform, and all staff and pupils use Teams for sharing information and communicating. Pupils

in the Junior School are taught about internet and email access and begin to use these accounts from Year 2 onwards, before which they may use a generic account to log in with.

13. Use of mobile electronic devices

- 13.1 "Mobile electronic device" includes without limitation mobile phones, smartphones / watches, tablets, laptops, including those which have been issued by the School to pupils. Pupils are permitted to bring in their own mobile electronic devices for use in the School, as long as they are connected to the School wireless network.
- 13.2 Mobile electronic devices must be placed on silent.
- 13.3 In the Junior School all mobile phones must be handed in to the form teacher at the start of each day.
- 13.4 In the Senior School mobile phones must always be kept out of sight. Pupils in Years 7 to 11 (inclusive) must lock their mobile phones in their lockers for the duration of the school day. Any pupil found with their mobile phone during the day will have it confiscated and returned at the end of the school day. Pupils in Years 7 to 11 (inclusive) may not switch on or use their mobile phones during any part of the school day without the permission of a member of staff. Pupils in the Sixth Form must keep their mobile phones out of sight and must not use them in public areas.
- 13.5 Pupils may not bring mobile electronic devices into examination rooms under any circumstances, except where special arrangements for the use of a tablet or laptop have been agreed with the Head and the Examinations Office.
- 13.6 Use of electronic devices and / or digital technology of any kind to abuse, bully, harass or upset or intimidate others will not be tolerated and will constitute a serious breach of discipline.
- 13.7 The School reserves the right to confiscate and search, in appropriate circumstances, a pupil's mobile electronic device for a specified period of time if the pupil is reasonably suspected or found to be in breach of these rules. The pupil may also be prevented from bringing a mobile electronic device into the School temporarily or permanently.
- 13.8 The School does not accept any responsibility for the theft, loss of, or damage to, mobile electronic devices brought onto School premises, including devices that have been confiscated or which have been handed in to staff and school-issued devices.

14. Video and photography

- 14.1 The School adheres to the UK General Data Protection Regulation and understands that an image or video is considered personal data. The School's Use of Pupils' Images and Names Policy, Parent and Pupils' privacy notices explains how and why the School collects photographs and videos and what the School does with this type of personal data. Parents may choose to opt out of having their image used by the School at any time, by informing the School's Marketing team in writing. Any use of information before consent is withdrawn remains valid.
- 14.2 Parents are asked to be considerate when taking videos or photographs at School events and are requested not to publish materials such as images or recordings of other children in any public

forum, or to 'tag' children from other families in images already published, without the permission of the relevant family. It is illegal to sell or distribute recordings from events without permission.

- 14.3 Using photographic material of any kind to abuse, bully, harass or upset or intimidate others will not be tolerated and will constitute a serious breach of discipline.

15. Social media

- 15.1 Social media is a broad term for any kind of online platform which enables people to directly interact with each other. The School recognises the numerous benefits and opportunities which social media offers. However, there are some risks associated with social media use, especially around the issues of safeguarding, bullying and personal reputation. The School encourages the safe and responsible use of social media by its staff, parents, and pupils. It must be noted that in most cases, children under the age of 13 are not permitted to create or use personal social media accounts.

16. Curriculum and tools for learning

- 16.1 The School teaches pupils how to use the internet safely and responsibly, for researching information, exploring concepts, deepening knowledge and understanding, and communicating effectively in order to further learning through PSHE lessons and form time discussions. The following concepts, skills and competencies are taught through the School in an age-appropriate manner:

- Digital citizenship
- Future work skills
- Internet literacy
- Making good judgments about websites and emails received
- Knowledge of risks such as viruses, and opening mail from a stranger
- Access to resources that outline how to be safe and responsible when using any online technologies
- Knowledge of copyright and plagiarism issues
- File-sharing and downloading illegal content
- Uploading information – knowing what is safe to upload, and not to upload personal information
- Where to go for advice and how to report abuse

- 16.2 These skills are taught explicitly within the curriculum throughout a range of subjects. Pupils are taught skills to explore how online technologies can be used effectively, in a safe and responsible manner. Further details about the content of the curriculum related to IT can be found

in the IT and PHSE curriculum documentation.

17. Monitoring and review

- 17.1 The Head and Senior Team will regularly monitor and evaluate the effectiveness of this policy.
- 17.2 This policy will be subject to review by the Deputy Head (Pastoral), Head of Junior School and the Director of IT at least annually (or more frequently if changes to legislation, regulation or statutory guidance require).
- 17.3 This policy will be subject to review by the relevant committee of the Governing Body every year.
- 17.4 Consideration of the efficiency of the School's Digital Safety procedures will be included in the Governors' annual review of safeguarding.
- 17.5 The date of the next review is shown on the front page.

Appendix 1 - Senior School Pupil Digital Safety Agreement

I am encouraged to use and be aware of the safety rules and procedures which regulate my use of the IT resources, including the internet and social media. Access to the School's network and the internet enables me to find resources, to communicate, and to help my research for the completion of School work.

I accept that the School's facilities are to be used for educational purposes only and in an appropriate manner. I take responsibility for my actions online – both for school and for personal reasons - and know that any breach of the rules will be considered a serious disciplinary matter.

Using the School's IT facilities:

- I will use School technology in a responsible and careful manner
- I will only access the School computer network using my own username and password, and will keep my log in details private
- I will only open emails, attachments and links received from known sources
- I will not view, download or share unsuitable or offensive material and will immediately inform a member of staff if I accidentally do so
- I will not attempt to bypass the School's security systems including the internet filtering
- I understand that the School monitors the use of technology, including emails and internet
- I will not use the School's system to order goods or services online
- I will not use the School's system to do anything online which may legally bind myself or the School

Using my own device in School:

- I understand that the use of my own mobile electronic device in School is a privilege and dependent on me using the device safely and responsibly
- I understand that the use of my device in School is entirely at my own risk and I must ensure that my device is not damaged, lost or stolen
- I understand that my device must be placed on silent and kept in my bag or in my locker safely during registration, classes and extra-curricular activities
- I will ensure my device is password protected and has up to date antivirus software

Responsible behaviour:

- I will not use technology or social media to disparage, abuse, bully, harass, upset or intimidate fellow pupils, staff or others
- I will not post content which pupils or staff might find offensive, including discriminatory

comments, insults or obscenity

- I will not use technology or social media in a way that might be misconstrued to be harmful to others and/or which could harm the School's reputation, my reputation, or the reputation of others
- I will be clear in any social media posting or communications that I am speaking on my own behalf and not on behalf of the school. I will never use the school's logo or branding on social media without the express permission from staff.
- I will not copy (plagiarise) material on the internet and/or from sharing platforms
- I will only take photographs and video recordings, and post these online, with the permission of those appearing in the photograph/recording
- I will not use my personal email account to contact a member of staff, and I will not contact members of staff via their personal mobile phones, personal email accounts, and social networking sites

Online safety:

- I will not post my personal information such as home address, email address, telephone number online
- I will not post personal details of my fellow pupils, staff or others online
- I will be mindful that what I publish online might be available to be read by many more people than originally intended and/or that I lose control of information and images as soon as they are published
- I will ensure my privacy settings are set correctly on social networks
- I will not reply to offensive messages and will block or report the sender

I understand the contents of the School's Digital Safety Agreement and the rules for using technology in School, including the internet, email and online tools, safely and responsibly. I am aware that the adults working with me at School will help me to check that I am using technology appropriately.

Pupil's signature:

Pupil's name:

Date:

I confirm I have read through the above rules with my child and that they understand these rules and agree to abide by them.

Parent's signature:

Parent's name:

Date:

Appendix 2 - Lower School Pupil Digital Safety Agreement

These rules will keep me safe and help me to be fair to others when using technology at School.

Using the School's IT resources:

- I will only use the School's technology for schoolwork and homework
- I will use school-approved communication tools e.g. Teams, responsibly and for educational purposes only
- I will take care when handling the School's technology equipment, including mobile devices such as iPads and laptops
- I will not bring files into School without permission or upload inappropriate material to the network

Responsible behaviour:

- I will only edit or delete my own files and not look at or change other people's files without their permission
- I will not share my personal login details with anyone, and I will not use another person's login details.
- I will only visit Internet sites that are appropriate for School work
- The messages I send, or information I upload, will always be polite and sensible
- I will respect copyright rules and give credit to work that is not my own
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it
- I will not take or publish a photograph, video or audio of anyone without receiving their permission first
- I am aware that social media has age restrictions and I should not have accounts on any site or app that I am not old enough for
- I will not use digital technology to exclude other people or talk negatively about them, or in any way which might cause upset, hurt or embarrassment
- I will report any instances of cyberbullying or online harassment immediately to a trusted adult
- I understand that what I publish online might be available to be read by many more people than originally intended and/or that I lose control of information and images as soon as they are published

Using my own device in School

- I will only bring a phone to school if I travel on the coach or have permission to walk.
- If I have permission to bring a phone to school, I will hand it to my form teacher each morning and collect it at the end of the day
- I will not use a mobile phone during the School day
- I understand that having personal devices in School is at my own risk

Online safety:

- I will not give my home address, telephone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission
- I will only connect with people I know, or a responsible adult has approved
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it and I will show a teacher/responsible adult

I understand the Digital Safety Agreement for using the internet, email and online tools safely and responsibly.

I am aware that the adults working with me at School will check that I am using technology appropriately.

I understand that my parents or guardians may be informed of my digital activities at School if necessary.

I understand that if I do not follow these rules, there will be consequences according to the School's behaviour policy.

Please complete the form [here](#) to confirm you have read and discussed the digital safety agreement with your child.

Appendix 3 - First School Pupil Digital Safety Agreement

- 1. I will always ask an adult before going online.**
It's important to have permission so that I can use the internet safely.
- 2. I will only use apps and websites that are safe and suitable for my age.**
If I'm not sure, I will ask an adult to check first.
- 3. I will keep my personal information private.**
This means not sharing my full name, address, school, or phone number online.
- 4. I will be kind and respectful to my teachers, friends and family online.**
Just like in real life, it's important to be kind online.
- 5. If I see something that makes me feel upset, scared, or confused, I will tell an adult straight away.**
It's important to ask for help if something doesn't feel right.
- 6. I will only talk to people I know in real life when I'm online.**
If someone I don't know tries to talk to me, I will let an adult know.
- 7. I will look after the devices I use and use them carefully.**
I will make sure they are kept safe and used properly.

Please complete the form [here](#) to confirm you have read and discussed the digital safety agreement with your child.

Appendix 4 - Guidelines for the Use of 1-1 (iPad) Devices

The school is lending the pupil an iPad. This agreement sets the conditions for having access to the iPad in school and at home.

I confirm that I have read the terms and conditions set out in the agreement with my parent(s) and our signatures at the end of this agreement confirm that I will adhere to these terms

These guidelines should be read alongside the Digital Policy for Pupil; I confirm that I have re-read this document with my parent(s) and have looked closely at Appendix A.

Damage/Loss and Care of iPad.

I understand that I am responsible for the equipment at all times in school, home, travelling and at any other point.

If the equipment is damaged, lost or stolen, I will immediately inform my guardians and Head of Section. The School reserves the right to require you to pay for any damage to or replacement of the Device. Below are costs at time of purchase, which may be subject to change depending on market rates.

Equipment	Cost
Apple iPad 10.2	£279.60
Logitech Rugged Combo 3 10.2"	£79.20
iPad Charger and Cable	£38.00

The School recommend you check that the Device would be covered by your personal insurance should the Device be damaged, lost or stolen. You confirm you understand that leaving the Device unattended or unsecured (e.g., Device being left within a vehicle) might invalidate any insurance you have.

The School are not responsible for any losses, damage or costs associated with your use of the Device for example the cost of electricity - as well as services, subscriptions, or any cost occurring from an internet service not provided by the School.

The School will seek to repair faults developed as a result of 'normal wear and tear'.

I will not leave the equipment unsupervised in unsecured areas. I will make every effort to care for and protect my iPad.

- I will keep the iPad in a secure place when not in use.
- I will not eat or drink around the iPads.
- I will use the device on a hard, flat surface. Leaving a device on a soft surface (blankets, pillows, furniture) can lead to overheating and damage.
- I will keep the equipment clean and will not add any stickers or decorations.
- I will not remove or interfere with the serial number or any identification placed on the iPad.

Use of iPad

- I agree that I will only use this device for educational purposes and not for personal use and I will not loan the equipment to any other person.
- I agree to charge my iPad every evening, so I always have a full battery at the start of the day. I will only be permitted to access apps determined and approved by the school.
- I will not be permitted to use social media accounts on my iPad.
- I will only use the iPad when directed; I will only use during lunchtimes for homework tasks in designated homework areas.
- I will not use my iPad when travelling to and from school and will make sure that it is securely placed in my bag.
- I will only take photos and/or videos on my iPad if instructed and approved. I will always keep the camera sound on at all times.
- I am aware that the school monitors the pupil's activity on this device.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of North London Collegiate School.

Responsible Behaviour & Online Safety (from Appendix A of Digital Safety Policy for Students)

- I will not use technology to disparage, abuse, bully, harass, upset or intimidate fellow pupils, staff or others.
- I will not post content which pupils or staff might find offensive, including discriminatory comments, insults or obscenity.
- I will not use technology in a way that might be misconstrued to be harmful to others and/or which could harm the School's reputation, my reputation, or the reputation of others.
- I will not copy (plagiarise) material on the internet and/or from sharing platforms.
- I will only take photographs and video recordings, and post these online, with the permission of those appearing in the photograph/recording.
- I will not post my personal information such as home address, email address or telephone number online.
- I will not post personal details of my fellow pupils, staff or others online.
- I will be mindful that what I publish online might be available to be read by many more people than originally intended and/or that I lose control of information and images as soon as they are published.

Agreement

To confirm that you have read and will abide by this agreement, please complete this [Microsoft form](#).