

Northway Community Primary School



ICT and Internet Acceptable Use policy

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1. Introduction and Aims

Information and communications technology (ICT) is an integral part of the way our school works, and is a critical resource for pupils, staff (including senior leadership teams), governors, volunteers and visitors. It supports teaching and learning, pastoral and administrative functions of the school.

However, the ICT resources and facilities our school uses also pose risks to data protection, online safety and safeguarding.

This policy aims to:

- › Set guidelines and rules on the use of school ICT resources for staff, pupils, parents and governors
- › Establish clear expectations for the way all members of the school community engage with each other online
- › Support the school's policy on data protection, online safety and safeguarding
- › Prevent disruption to the school through the misuse, or attempted misuse, of ICT systems
- › Support the school in teaching pupils safe and effective internet and ICT use.

This policy covers all users of our school's ICT facilities, including governors, staff, pupils, volunteers, contractors and visitors.

Breaches of this policy may be dealt with under our Staff Disciplinary Policy or Inclusion, Relationships & Behaviour Policy.

2. Relevant Legislation and Guidance

This policy refers to, and complies with, the following legislation and guidance:

- › [Data Protection Act 2018](#)
- › [The General Data Protection Regulation](#)
- › [Computer Misuse Act 1990](#)
- › [Human Rights Act 1998](#)
- › [The Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#)
- › [Education Act 2011](#)
- › [Freedom of Information Act 2000](#)
- › [The Education and Inspections Act 2006](#)
- › [Keeping Children Safe in Education 2025](#)
- › [Searching, screening and confiscation: advice for schools](#)
- › [National Cyber Security Centre \(NCSC\)](#)
- › [Education and Training \(Welfare of Children Act\) 2021](#)

3. Definitions

- › **“ICT facilities”**: includes all facilities, systems and services including but not limited to network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, software, websites, web applications or services, and any device system or service which may become available in the future which is provided as part of the ICT service
- › **“Users”**: anyone authorised by the school to use the ICT facilities, including governors, staff, pupils, volunteers, contractors and visitors
- › **“Personal use”**: any use or activity not directly related to the users' employment, study or purpose
- › **“Authorised personnel”**: employees authorised by the school to perform systems administration and/or monitoring of the ICT facilities
- › **“Materials”**: files and data created using the ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites and blogs

See Appendix 5 for a glossary of cyber security terminology.

4. Unacceptable Use

The following is considered unacceptable use of the school's ICT facilities by any member of the school community. Any breach of this policy may result in disciplinary or behaviour proceedings (see section 4.2 below).

Unacceptable use of the school's ICT facilities includes:

- › Using the school's ICT facilities to breach intellectual property rights or copyright

- › Using the school's ICT facilities to bully or harass someone else, or to promote unlawful discrimination
- › Breaching the school's policies or procedures
- › Any illegal conduct, or statements which are deemed to be advocating illegal activity
- › Online gambling, inappropriate advertising, phishing and/or financial scams
- › Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate or harmful
- › Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth-produced sexual imagery)
- › Activity which defames or disparages the school, or risks bringing the school into disrepute
- › Sharing confidential information about the school, its pupils, or other members of the school community
- › Connecting any device to the school's ICT network without approval from authorised personnel
- › Setting up any software, applications or web services on the school's network without approval by authorised personnel, or creating or using any program, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data
- › Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
- › Allowing, encouraging or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities
- › Causing intentional damage to ICT facilities
- › Removing, deleting or disposing of ICT equipment, systems, programs or information without permission by authorised personnel
- › Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation
- › Using inappropriate or offensive language
- › Promoting a private business, unless that business is directly related to the school
- › Using websites or mechanisms to bypass the school's filtering mechanisms
- › Engaging in content or conduct that is radicalised, extremist, racist, anti-Semitic or discriminatory in any other way.

This is not an exhaustive list. The school reserves the right to amend this list at any time. The Headteacher will use professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the school's ICT facilities.

4.1 Exceptions from Unacceptable Use

Where the use of school ICT facilities (on the school premises and/or remotely) is required for a purpose that would otherwise be considered an unacceptable use, exemptions to the policy may be granted at the Headteacher's discretion.

This request must be made in writing to the Headteacher, detailing a clear rationale for the use. Permission must be given in writing from the Headteacher before any action is taken by the user. Failure to do this will result in a breach and possible disciplinary action.

4.2 Sanctions

Pupils and staff who engage in any of the unacceptable activity listed above may face disciplinary action in line with the school's policies on discipline or behaviour.

The Inclusion, Relationships & Behaviour Policy can be found on the school website or in the Policies channel on TEAMS. The Staff Disciplinary Policy is also in the Policies channel on TEAMS.

5. Staff (including Governors, Volunteers, and Contractors)

We ask all staff and governors to sign the acceptable user policy (Appendix 3).

5.1 Access to School ICT Facilities and Materials

Benchmark North manages access to the school's ICT facilities and materials for school staff. That includes, but is not limited to:

- › Computers, tablets, mobile phones and other devices
- › Access permissions for certain programmes or files.

Staff will be provided with unique log-in/account information and passwords that they must use when accessing the school's ICT facilities.

Staff who have access to files they are not authorised to view or edit, or who need their access permissions updated or changed, should contact the network manager: richard@benchmarknorth.co.uk

5.1.1 Use of Phones, Email & Microsoft TEAMS

The school provides each member of staff & governor with an email address and access to Office 365 suite.

This email account should be used for work purposes only.

All school-related business should be conducted using the email address the school has provided.

If accessing the Office 365 suite/TEAMS on a shared device, staff and governors must log out to maintain the confidentiality of the data stored on the system.

Staff & governors must not share their personal email addresses with parents and pupils and must not send any school-related materials using their personal email account.

Staff must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.

Email messages are required to be disclosed in legal proceedings or in response to requests from individuals under the Data Protection Act 2018 in the same way as paper documents. Deletion from a user's inbox does not mean that an email cannot be recovered for the purposes of disclosure. All email messages should be treated as potentially retrievable.

Staff & governors must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information should be encrypted so that the information is only accessible by the intended recipient.

If staff receive an email in error, the sender should be informed and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information.

If staff send an email in error that contains the personal information of another person, they must inform the network manager immediately and follow our data breach procedure.

Staff must not give their personal phone numbers to parents or pupils. Staff must use the 3CX app on mobile phones to access the school phones remotely to conduct all work-related business.

Staff & governors are permitted to add the apps for TEAMS & Outlook email to their personal phones, however if a phone is lost or stolen, the Network Manager/Deputy Headteacher must be informed immediately to freeze their Office 365 account and protect the school data.

School phones must not be used for personal matters.

Staff who are provided with mobile phones as equipment for their role must abide by the same rules for ICT acceptable use as set out in section 4.

5.2 Personal Use

Staff are permitted to occasionally use school ICT facilities for personal use subject to certain conditions set out below. Personal use of ICT facilities must not be overused or abused. The Headteacher may withdraw permission for it at any time or restrict access at their discretion.

Personal use is permitted provided that such use:

- › Does not take place during teaching hours
- › Does not constitute 'unacceptable use', as defined in section 4
- › Takes place when no pupils are present
- › Does not interfere with their jobs, or prevent other staff or pupils from using the facilities for work or educational purposes.

Staff may not use the school's ICT facilities to store personal non-work-related information or materials (such as music, videos or photos).

Staff should be aware that use of the school's ICT facilities for personal use may put personal communications within the scope of the school's ICT monitoring activities (see section 5.5). Where breaches of this policy are found, disciplinary action may be taken.

Staff & governors are also permitted to use their personal devices (such as mobile phones or tablets) in line with the school's E-Safety Policy.

Staff & governors should be aware that personal use of ICT (even when not using school ICT facilities) can impact on their employment/role by, for instance, putting personal details in the public domain, where pupils and parents could see them.

Staff & governors should take care to follow the school's guidelines on social media (see Staff Handbook- Staff Social Networking and Staff Use of Mobile Phones Policy) and use of email (see section 5.1.1) to protect themselves online and avoid compromising their professional integrity.

5.2.1 Personal Social Media Accounts

Members of staff should ensure their use of social media, either for work or personal purposes, is appropriate at all times.

The school has guidelines for staff on appropriate security settings for Facebook accounts (see Appendix 1).

5.3 School Social Media Accounts

The school has an official Instagram page, managed by the Headteacher, Deputy Headteacher and approved members of staff. Staff members who have not been authorised to manage, or post to, the account, must not access, or attempt to access the account.

The school has guidelines for what can and cannot be posted on its social media accounts. Those who are authorised to manage the account must ensure they abide by these guidelines at all times.

5.4 Monitoring of School Network and Use of ICT Facilities

The school reserves the right to monitor the use of its ICT facilities and network. This includes, but is not limited to, monitoring of:

- › Internet sites visited
- › Bandwidth usage
- › Email accounts
- › Telephone calls
- › User activity/access logs
- › Any other electronic communications.

Only authorised ICT staff may inspect, monitor, intercept, assess, record and disclose the above, to the extent permitted by law.

The school monitors ICT use in order to:

- › Obtain information related to school business
- › Investigate compliance with school policies, procedures and standards
- › Ensure effective school and ICT operation
- › Conduct training or quality control exercises
- › Prevent or detect crime
- › Comply with a subject access request, Freedom of Information Act request, or any other legal obligation.

6. Pupils

6.1 Access to ICT Facilities

We ask pupils to sign, as a class, the acceptable user policy in school (Appendix 2) as part of our work on Internet Safety Day.

ICT facilities that are available to pupils, when and under what circumstances:

- › Chromebooks and iPads used in classrooms under the supervision of staff
- › Pupils will be provided with an account linked to the school's website, which they can access from any device by using the following URL www.northwayprimary.co.uk
- › Pupils are permitted, with signed permission from parents, to bring their personal phones to school. They must be turned off as pupils enter the school grounds and not turned on until they leave. These must be handed into a member of staff at registration and will be stored in a locked

cupboard. The school take no responsibility for the phones when onsite and are brought to school at the risk of the parent/child.

6.2 Search and Deletion

Under the Education Act 2011, and in line with the Department for Education's [guidance on searching, screening and confiscation](#), the school has the right to search pupils' phones, computers or other devices for pornographic images or any other data or items banned under school rules or legislation.

The school can, and will, delete files and data found on searched devices if we believe the data or file has been, or could be, used to disrupt teaching or break the school's rules.

Staff members may also confiscate devices for evidence to hand to the police, if a pupil discloses that they are being abused and that this abuse contains an online element.

6.3 Unacceptable Use of ICT and the Internet Outside of School

The school will sanction pupils, in line with the Inclusion, Relationships & Behaviour Policy, if a pupil engages in any of the following **at any time** (even if they are not on school premises):

- › Using ICT or the internet to breach intellectual property rights or copyright
- › Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- › Breaching the school's policies or procedures
- › Any illegal conduct, or statements which are deemed to be advocating illegal activity
- › Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- › Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth produced sexual imagery)
- › Activity which defames or disparages the school, or risks bringing the school into disrepute
- › Sharing confidential information about the school, other pupils, or other members of the school community
- › Gaining or attempting to gain access to restricted areas of the network, or to any password protected information, without approval from authorised personnel
- › Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities
- › Causing intentional damage to ICT facilities or materials
- › Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation
- › Using inappropriate or offensive language.

7. Parents

7.1 Access to ICT Facilities and Materials

Parents do not have access to the school's ICT facilities as a matter of course.

However, parents working for, or with the school in an official capacity (for instance, as a volunteer or as a member of the PTA) may be granted an appropriate level of access or be permitted to use the school's facilities at the Headteacher's discretion.

Where parents are granted access in this way, they must abide by this policy as it applies to staff.

7.2 Communicating with or about the School Online

We believe it is important to model for pupils, and help them learn, how to communicate respectfully with, and about, others online.

Parents play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website and social media channels.

There is an acceptable user statement for parents to sign when their child joins the school.

8. Data Security

The school is responsible for making sure it has the appropriate level of security protection and procedures in place. It therefore takes steps to protect the security of its computing resources, data and user accounts. However, the school cannot guarantee security. Staff, pupils, parents and others who use the school's ICT facilities should use safe computing practices at all times.

8.1 Passwords

All users of the school's ICT facilities should set strong passwords for their accounts and keep these passwords secure.

Users are responsible for the security of their passwords and accounts, and for setting permissions for accounts and files they control.

Members of staff or pupils who disclose account or password information may face disciplinary action. Parents or volunteers who disclose account or password information may have their access rights revoked.

Generic passwords will be set for Reception to Year Two pupils. From Year Three onwards, pupils create their own passwords as part of the E-Safety curriculum.

Staff & governors will have generic passwords set by the network manager but these will be set to prompt a change at first log in.

8.2 Software Updates, Firewalls and Anti-virus Software

All of the school's ICT devices that support software updates, security updates and anti-virus products will be configured to perform such updates regularly or automatically.

Users must not circumvent or make any attempt to circumvent the administrative, physical and technical safeguards we implement and maintain to protect personal data and the school's ICT facilities.

Any personal devices using the school's network must all be configured in this way.

8.3 Data Protection

All personal data must be processed and stored in line with data protection regulations and the school's data protection policy.

This policy can be found on the school website www.northwayprimary.co.uk

8.4 Access to Facilities and Materials

All users of the school's ICT facilities will have clearly defined access rights to school systems, files and devices.

These access rights are managed by Benchmark North.

Users should not access, or attempt to access, systems, files or devices to which they have not been granted access. If access is provided in error, or if something a user should not have access to is shared with them, they should alert the Headteacher immediately.

Users should always log out of systems and lock their equipment when they are not in use to avoid any unauthorised access. Equipment and systems should always be logged out of and closed down completely at the end of each working day.

8.5 Encryption

The school ensures that its devices and systems have an appropriate level of encryption.

School staff may only use personal devices (including computers and USB drives) to access school data, work remotely, or take personal data (such as pupil information) out of school if they have been specifically authorised to do so by the headteacher.

Use of such personal devices will only be authorised if the devices have appropriate levels of security and encryption, as defined by the Network Manager.

9. Protection from Cyber Attacks

Please see the glossary (appendix 5) to help you understand cyber security terminology.

The school will:

- › Work with governors and Benchmark North to make sure cyber security is given the time and resources it needs to make the school secure
- › Provide annual training for staff (and include this training in any induction for new starters, if they join outside of the school's annual training window) on the basics of cyber security, including how to:
 - Check the sender address in an email
 - Respond to a request for bank details, personal information or login details
 - Verify requests for payments or changes to information
- › Make sure staff are aware of its procedures for reporting and responding to cyber security incidents
- › Include a disclaimer on all emails coming from outside of the organisation to remind staff to be mindful when clicking links or downloading attachments
- › Investigate whether our IT software needs updating or replacing to be more secure
- › Not engage in ransom requests from ransomware attacks, as this would not guarantee recovery of data
- › Put controls in place that are:

- **Multi-layered:** everyone will be clear on what to look out for to keep our systems safe
 - **Up-to-date:** with a system in place to monitor when the school needs to update its software
 - **Regularly reviewed and tested:** to make sure the systems are as up to scratch and secure as they can be
- Back up critical data [SIMS data is backed up daily] and store these backups on [cloud based backup systems/external hard drives that aren't connected to the school network and which can be stored off the school premises]
 - Software is used to encrypt the backups and password protected. The external hard drives are used to back up data and are swapped weekly. They are taken off site. The backup logs are emailed daily to the Network Manager
 - Delegate specific responsibility for maintaining the security of our management information system (MIS) to Agilisys
 - Make sure staff:
 - Dial into our network using a virtual private network (VPN) when working from home
 - Enable multi-factor authentication where they can, on things like school email accounts
 - Store passwords securely using a password manager
 - Make sure ICT staff conduct regular access reviews to make sure each user in the school has the right level of permissions and admin rights
 - Have a firewall in place that is switched on
 - Have a different type of antivirus software on the staff and admin machines and on the servers that blocks any file type that has been whitelisted. This antivirus software automatically updates with new releases
 - Block websites and TLDs that are known to be suspicious via the Firewall and CleanBrowsing filtering
 - Have software installed on the machines and servers that alerts the user if they are trying to change the file type on hidden files which means they can then decline the changes
 - Check that its supply chain is secure, for example by asking suppliers about how secure their business practices are and seeing if they have the [Cyber Essentials](#) certification
 - Limit remote access so that staff cannot remove anything from the server and access to this requires a domain name, username and password
 - Communicate with everyone if communications go down and will notify [Action Fraud](#) of the incident. After a significant event has occurred, this will be reported using the NCSC's '[Exercise in a Box](#)'
 - Work with our LA to see what it can offer the school regarding cyber security, such as advice on which service providers to use or assistance with procurement.

10. Internet Access

The school wireless internet connection is secured.

The school's Wi-Fi details are shared with members of staff and governors.

All internet activity is monitored and filtered via Cleanbrowsing and our draytek router.

10.1 Pupils

Wifi is only available for pupils to use when they are logged onto or using a school device.

All internet activity by pupils is monitored and filtered via Cleanbrowsing and our draytek router.

10.2 Parents and Visitors

Parents and visitors to the school will not be permitted to use the school's wifi unless specific authorisation is granted by the Headteacher.

The Headteacher will only grant authorisation if:

- › Parents are working with the school in an official capacity (e.g. as a volunteer or as a member of the PTA)
- › Visitors need to access the school's Wi-Fi in order to fulfil the purpose of their visit (for instance, to access materials stored on personal devices as part of a presentation or lesson plan)

Staff must not give the Wi-Fi password to anyone who is not authorised to have it. Doing so could result in disciplinary action.

11. Monitoring and Review

The Headteacher, Deputy Headteacher and Computing Lead monitor the implementation of this policy, including ensuring it is updated to reflect the needs and circumstances of the school.

This policy will be reviewed every 2 years.

12. Related Policies

This policy should be read alongside the school's policies on:

- Online safety
- Safeguarding and child protection
- Behaviour
- Staff discipline
- Data protection
- Remote learning
- E-Safety

Appendix 1: Social Media Cheat Sheet for Staff

Don't accept friend requests from pupils on social media

10 rules for school staff social media

1. Change your display name - for example, use your first and middle name, use a maiden name, or put your surname backwards instead
2. Change your profile picture to something unidentifiable, or if not, ensure that the image is professional
3. Check your privacy settings regularly
4. Be careful about tagging other staff members in images or posts
5. Don't share anything publicly that you wouldn't be just as happy showing your pupils
6. Don't use social media sites during school hours
7. Don't make comments about your job, your colleagues, our school or your pupils online - once it's out there, it's out there
8. Don't associate yourself with the school on your profile (e.g. by setting it as your workplace, or by 'checking in' at a school event)
9. Don't link your work email address to your social media accounts. Anyone who has this address (or your personal email address/mobile number) is able to find you using this information
10. Consider uninstalling the Facebook app from your phone. The app recognises wifi connections and makes friend suggestions based on who else uses the same wifi connection (such as parents or pupils)

Check your privacy settings

- › Change the visibility of your posts and photos to **'Friends only'**, rather than 'Friends of friends'. Otherwise, pupils and their families may still be able to read your posts, see things you've shared and look at your pictures if they're friends with anybody on your contacts list
- › Don't forget to check your **old posts and photos**
- › The public may still be able to see posts you've **'liked'**, even if your profile settings are private, because this depends on the privacy settings of the original poster
- › **Google your name** to see what information about you is visible to the public
- › Prevent search engines from indexing your profile so that people can't **search for you by name** - go to bit.ly/2zMdVht to find out how to do this
- › Remember that **some information is always public**; your display name, profile picture, cover photo, user ID (in the URL for your profile), country, age range and gender

What to do if...

A pupil adds you on social media

- › In the first instance, ignore and delete the request. Block the pupil from viewing your profile
- › Check your privacy settings again, and consider changing your display name or profile picture
- › If the pupil asks you about the friend request in person, tell them that you're not allowed to accept friend requests from pupils and that if they persist, you'll have to notify senior leadership and/or their parents. If the pupil persists, take a screenshot of their request and any accompanying messages
- › Notify the senior leadership team or the headteacher about what's happening.

A parent adds you on social media

- › It is at your discretion whether to respond. Bear in mind that:
 - Responding to one parent's friend request or message might set an unwelcome precedent for both you and other teachers at the school
 - Pupils may then have indirect access through their parent's account to anything you post, share, comment on or are tagged in
- › If you wish to decline the offer or ignore the message, consider drafting a stock response to let the parent know that you're doing so.

You're being harassed on social media, or somebody is spreading something offensive about you

- › Do not retaliate or respond in any way
- › Save evidence of any abuse by taking screenshots and recording the time and date it occurred
- › Report the material to Facebook or the relevant social network and ask them to remove it
- › If the perpetrator is a current pupil or staff member, our mediation and disciplinary procedures are usually sufficient to deal with online incidents
- › If the perpetrator is a parent or other external adult, a senior member of staff should invite them to a meeting to address any reasonable concerns or complaints and/or request they remove the offending comments or material
- › If the comments are racist, sexist, of a sexual nature or constitute a hate crime, you or a senior leader should consider contacting the police.

Appendix 2a: Acceptable Use Agreement for KS2 Pupils

Acceptable use of the school's ICT facilities and internet: agreement for pupils

Name of class:

Date:

When using the school's ICT facilities and accessing the internet in school:

- I will take care when using the school IT equipment and use it responsibly.
- I will keep my passwords private unless I need to share them with a trusted adult.
- I will inform an adult if I see or receive any unpleasant text, images or messages.
- I will not interfere with anyone else's passwords, settings or files on the computer or on websites/apps.
- I will not download anything from the internet unless my teacher tells me to.
- Any messages I post online or send in an email will be polite and responsible.
- I will not send or forward messages or create material which is deliberately intended to upset other people.
- I know I must take care about giving away my personal information and making contact with people I do not know when using the internet.
- I will only print documents that my teacher approves.
- When using iPads I will treat them carefully by carrying them using two hands, keeping them in their protective covers and sitting down unless a teacher has told me I can move around the room/school.
- I will only go on computers or iPads when an adult has told me I am allowed to

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

Signed by pupils:

Appendix 2b: Acceptable Use Agreement for KS1 & EYFS Pupils

Acceptable use of the school's ICT facilities and internet: agreement for pupils

Name of class:

Date:

When I use the school's ICT facilities (like computers and equipment) and get on the internet in school:

- I will take care when using the school IT equipment and use it responsibly.
- I will only go on computers or iPads when an adult has told me I am allowed to
- I will tell an adult if anything upsets me when using a computer or iPad
- I will not download things from the internet
- Any messages I post online or send in an email will be kind
- I will only print documents that my teacher tells me to
- I will carry iPads using two hands
- I will keep iPads in their protective covers
- I will sit down when using an iPad unless my teacher has told me I can move around

I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me safe and make sure I'm following the rules.

I will tell a teacher or a member of staff I know immediately if I find anything on a school computer or online that upsets me, or that I know is mean or wrong.

I will always be responsible when I use the school's ICT systems and internet.

I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

Signed by pupils:

Appendix 3: Acceptable Use Agreement for Staff, Governors, Volunteers and Visitors

Acceptable use of the school's ICT facilities and the internet: agreement for staff, governors, volunteers and visitors

Name of staff member/governor/volunteer/visitor:

When using the school's ICT facilities and accessing the internet in school, or outside school on a work device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school.

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/governor/volunteer/visitor):

Date:

Appendix 4: Glossary of Cyber Security Terminology

These key terms will help you to understand the common forms of cyber attack and the measures the school will put in place. They're from the National Cyber Security Centre (NCSC) [glossary](#).

TERM	DEFINITION
Antivirus	Software designed to detect, stop and remove malicious software and viruses.
Cloud	Where you can store and access your resources (including data and software) via the internet, instead of locally on physical devices.
Cyber attack	An attempt to access, damage or disrupt your computer systems, networks or devices maliciously.
Cyber incident	Where the security of your system or service has been breached.
Cyber security	The protection of your devices, services and networks (and the information they contain) from theft or damage.
Download attack	Where malicious software or a virus is downloaded unintentionally onto a device without the user's knowledge or consent.
Firewall	Hardware or software that uses a defined rule set to constrain network traffic - this is to prevent unauthorised access to or from a network.
Hacker	Someone with some computer skills who uses them to break into computers, systems and networks.
Malware	Malicious software. This includes viruses, trojans or any code or content that can adversely impact individuals or organisations.
Patching	Updating firmware or software to improve security and/or enhance functionality.
Pentest	Short for penetration test. This is an authorised test of a computer network or system to look for security weaknesses.
Phishing	Untargeted, mass emails sent to many people asking for sensitive information (like bank details) or encouraging them to visit a fake website.

TERM	DEFINITION
Ransomware	Malicious software that stops you from using your data or systems until you make a payment.
Social engineering	Manipulating people into giving information or carrying out specific actions that an attacker can use.
Spear-phishing	A more targeted form of phishing where an email is designed to look like it's from a person the recipient knows and/or trusts.
Trojan	A type of malware/virus designed to look like legitimate software that can be used to hack a victim's computer.
Two-factor/multi-factor authentication	Using 2 or more different components to verify a user's identity.
Virus	Programs designed to self-replicate and infect legitimate software programs or systems.
Virtual Private Network (VPN)	An encrypted network which allows remote users to connect securely.
Whaling	Highly targeted phishing attacks (where emails are made to look legitimate) aimed at senior executives.