ICT and Internet Acceptable Use Policy

Stubbins Primary School

Nurture Grow Flourish

Approved by:	A Robinson	**Date:** 26/8/26
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Date	Action	Originator
June 2024	New policy	Andrew Robinson
June 2025	5.3 Smartwatches and wearable devices update	Andrew Robinson
August 2026	Annual review: DfE, AI, cyber-security and filtering updates; Wi-Fi and appendices corrected.	Andrew Robinson

Contents

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 the senior leadership team), governors, volunteers and visitors. It supports teaching and learning, and the pastoral and administrative functions of the school.

However, the ICT resources and facilities our school uses could 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/carers and governors
- Establish clear expectations for the way all members of the school community engage with each other online
- Support the school's policies on data protection, online safety and safeguarding
- Prevent disruption that could occur 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 code of conduct.

2. Relevant legislation and guidance

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

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020
- 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
- Education and Inspections Act 2006
- Keeping Children Safe in Education 2026
- Searching, screening and confiscation: advice for schools 2022
- National Cyber Security Centre (NCSC): Cyber Security for Schools
- Education and Training (Welfare of Children) Act 2021
- UK Council for Internet Safety (et al.) guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people
- Meeting digital and technology standards in schools and colleges
- Data (Use and Access) Act 2025
- DfE guidance: Generative artificial intelligence (AI) in education
- DfE guidance: Data protection in schools

3. Definitions

- **ICT facilities:** 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 that may become available in the future which is provided as part of the school's ICT service
- **Users:** anyone authorised by the school to use the school's 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 agreed by an authorised user
- **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 school's ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites and blogs

See appendix 4 for a glossary of cyber security terminology.

4. Unacceptable use

The following is considered unacceptable use of the school's ICT facilities. 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, including images created or altered using artificial intelligence
- Using any generative AI or AI-enabled tool unless it has been approved by the school and its use has been authorised by a member of staff
- Entering personal, safeguarding, special-category, confidential or otherwise sensitive information into an AI tool unless specifically authorised following advice from the DPO and IT support; or using AI to impersonate another person, mislead others, produce harmful or discriminatory material, or submit AI-generated work as their own
- 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 programme, tool or item of software designed to interfere with the functioning of the school's 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 the school's ICT facilities
- Removing, deleting or disposing of the school's ICT equipment, systems, programmes or information without permission from authorised personnel
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not permitted by authorised personnel 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 or monitoring mechanisms
- Engaging in content or conduct that is radicalised, extremist, racist, antisemitic 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 their 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 must be fully discussed with the headteacher prior to being used and written permission must be granted by the headteacher, via email.

4.2 Sanctions

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

Where a pupil breaches this policy, the school will respond proportionately and in accordance with its behaviour and safeguarding policies. Actions may include informing parents/carers, restricting or removing access to ICT facilities, or confiscating a device in accordance with current DfE guidance. Any safeguarding concern will be referred immediately to the DSL, who will determine whether a referral to children's social care/MASH, the police or another agency is required.

Where staff fail to follow this policy, procedures outlined in the staff code of conduct and disciplinary procedures will be followed.

5. Staff (including governors, volunteers, and contractors)

5.1 Access to school ICT facilities and materials

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

- Computers, tablets and other devices
- Access permissions for certain programmes or files

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

Staff who have access to files that they are not authorised to view or edit, or who need their access permissions updated or changed, should contact the ICT technician.

If any problems arise, or staff have any requests, these should be added to the 'IT issues' document found on the desktops.

5.1.1 Use of phones and email

The school provides each member of staff with an email address.

This email account must be used for work purposes only. Staff must enable multi-factor authentication on their school email account. Multi-factor authentication must also be enabled for staff accounts used to access cloud services or remotely access school systems, and for IT administrator accounts.

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

Staff must not share their personal email addresses with parents/carers and pupils, and must not send any work-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 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, if appropriate the sender should be informed but the email should always be 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 another person's personal information, they must inform the headteacher and DPO/data protection lead immediately and follow the school's data-breach procedure.

Staff must not give their personal phone number(s) to parents/carers or pupils. Staff must use phones provided by the school to conduct all work-related business, unless expressly agreed with the headteacher in advance. Where personal phones are used, necessary steps should be taken to hide personal details.

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. This permission must not be overused or abused. Headteacher may withdraw or restrict this permission at any time and at their discretion.

Personal use is permitted provided that such use:

- Does not take place during contact time
- 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 are also permitted to use their personal devices (such as mobile phones or tablets) in line with the school's staff code of conduct.

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

Staff should take care to follow the school's staff code of conduct and social-media guidance, as well as the rules on email in 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 make sure their use of social media, either for work or personal purposes, is appropriate at all times.

Staff must follow the school's staff code of conduct and social-media guidance and keep personal accounts appropriately private.

5.3 Smartwatches and personal devices

Staff may wear smartwatches or wearable fitness devices while at work. However:

- These devices **must be kept on airplane mode** during contact time.
- They must **not be used to send or receive messages, calls, or notifications** while supervising or interacting with pupils.
- The **use of camera, video, or audio recording features is prohibited** on the school premises.
- Breaches of these expectations will be treated as a breach of this policy and may lead to disciplinary action.

5.4 School social media accounts

The school has official social-media accounts, managed by authorised staff.

The school has guidelines for what may and must not be posted on its social media accounts. Those who are authorised to manage, or post to, the account must make sure they abide by these guidelines at all times. The school follows Lancashire's Social Media policies and guidance.

5.5 Monitoring and filtering of the school network and use of ICT facilities

To safeguard and promote the welfare of children and provide them with a safe environment to learn, the school reserves the right to filter and monitor the use of its ICT facilities and network. This includes, but is not limited to, the filtering and monitoring of:

- Internet sites visited
- Email accounts
- User activity/access logs
- Any other electronic communications

Access to monitoring data, alerts and reports will be restricted to authorised and appropriately trained staff and IT support. The DSL will lead the safeguarding response to concerns identified through monitoring.

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
- Prevent or detect crime
- Comply with a subject access request, Freedom of Information Act request, or any other legal obligation

Our governing board is responsible for making sure that:

- The school meets the DfE's filtering and monitoring standards
- Appropriate filtering and monitoring systems are in place
- Staff are aware of those systems and trained in their related roles and responsibilities
- For the leadership team and relevant staff, this will include how to manage the processes and systems effectively and how to escalate concerns
- It regularly reviews the effectiveness of the school's monitoring and filtering systems

Governors with responsibility for safeguarding and/or ICT will receive appropriate periodic training to enable them to fulfil their responsibilities relating to filtering and monitoring systems, online safety, cyber security and safeguarding governance.

The school's designated safeguarding lead (DSL) will take lead responsibility for understanding the filtering and monitoring systems and processes in place.

Filtering and monitoring provision will be reviewed at least annually by the responsible member of SLT, the DSL and IT support, with the responsible governor involved. The review will consider all users, devices and locations, including risks associated with dynamic, personalised and AI-generated content. Records of filtering and monitoring reviews, including testing undertaken, issues identified and actions taken, will be retained.

Filtering and monitoring will be lawful, proportionate and transparent. The school's privacy notices will explain what is monitored, why it is monitored, who may access reports and how long information is retained. A data protection impact assessment will be completed before introducing a new monitoring system or making significant changes to an existing system.

Where appropriate, staff may raise concerns about monitored activity with the school's DSL and computing lead, as appropriate.

6. Pupils

6.1 Access to ICT facilities

- "Computers and equipment are available to pupils only under the supervision of staff"
- "Pupils will be provided with a username and password which they must use to log in to the school's system. They must never log in using another child's username."

6.2 Search and deletion

Under the Education Act 2011, the headteacher, and any member of staff authorised to do so by the headteacher, can search pupils and confiscate their mobile phones, computers or other devices that the authorised staff member has reasonable grounds for suspecting:

- Poses a risk to staff or pupils, **and/or**
- Is evidence in relation to an offence

This includes, but is not limited to:

- Pornography
- Abusive messages, images or videos
- Nude or semi-nude images of children, including images created or altered using AI
- Evidence of suspected criminal behaviour (such as threats of violence or assault)

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is, and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the headteacher or DSL.
- Explain to the pupil why they are being searched, and how and where the search will happen, and give them the opportunity to ask questions about it
- Seek the pupil's co-operation (if the pupil refuses to co-operate, you should proceed according to your behaviour policy)
- The authorised staff member should:
- Involve the DSL (or deputy) without delay if they believe that a search has revealed a safeguarding risk

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on a device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on a device, the staff member should only do so if they reasonably suspect that the data has been, or could be, used to:

- Cause harm, **and/or**
- Undermine the safe environment of the school or disrupt teaching, **and/or**
- Commit an offence

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding whether there is a good reason to erase data or files from a device, staff members will consider whether the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as is reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person, **and/or**
- The pupil and/or the parent refuses to delete the material themselves

If a staff member suspects that a device may contain a nude or semi-nude image of a child, including an image that has been digitally altered or wholly generated using AI, they will:

- **Not** view the image
- **Not** copy, print, share, store or save the image
- Confiscate the device and report the incident to the DSL (or deputy) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on searching, screening and confiscation and the UK Council for Internet Safety (UKCIS) et al.'s guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on searching, screening and confiscation
- UKCIS et al.'s guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people
- Our behaviour policy / searches and confiscation policy

Any complaints about searching for, or deleting, inappropriate images or files on pupils' devices will be dealt with through the school complaints procedure.

6.3 Unacceptable use of ICT and the internet outside of school

The school will sanction pupils, in line with the 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 making 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
- The making or sharing of nudes and semi-nudes, whether consensual or non-consensual, including images generated or altered using AI
- 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 the school's ICT facilities or materials
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user and/or those they share it with are not supposed to have access, or without authorisation
- Using inappropriate or offensive language

7. Parents/carers

7.1 Access to ICT facilities and materials

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

However, parents/carers 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/carers 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/carers 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. The school has both a communication policy and parent conduct policy which explores this further.

We ask parents/carers to sign the agreement in appendix 2 or 3, according to the pupil's key stage.

7.3 Communicating with parents/carers about pupil activity

The school will ensure that parents and carers are made aware of any online activity that their children are being asked to carry out.

When we ask pupils to use websites or engage in online activity, we will communicate the details of this to parents/carers in the same way that information about homework tasks is shared.

Parents/carers may seek any support and advice from the school to ensure a safe online environment is established for their child.

8. Data security

The school is responsible for making sure it has the appropriate level of security protection and procedures in place to safeguard its systems, staff and learners. It therefore takes steps to protect the security of its computing resources, data and user accounts. The effectiveness of these procedures is reviewed periodically to keep up with evolving cyber crime technologies.

Staff, pupils, parents/carers and others who use the school's ICT facilities should use safe computing practices at all times. We aim to meet the cyber security standards recommended by the Department for Education's guidance on digital and technology standards in schools and colleges, including the use of:

- Firewalls
- Security features
- User authentication and multi-factor authentication
- Anti-malware software

The school will maintain an accessible process for individuals to raise concerns or complaints regarding the handling of their personal data. Such complaints will be managed in accordance with the Data (Use and Access) Act 2025 and associated data protection legislation.

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, visitors or volunteers who disclose account or password information may have their access rights revoked.

Passwords must be unique, sufficiently strong and protected from unauthorised access. Passwords must be changed immediately if they are known or suspected to have been compromised. Routine password expiry will not be required unless advised by IT support following an identified risk.

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 have these installed, and 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.

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.

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 the ICT technician.

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 ICT technician (via the IT issues sheet) and the computing lead/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 shut down completely at the end of each working day.

8.5 Encryption

The school makes sure 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 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 IT technician. In general, the use of USB and external hard drives are not permitted in school, unless written permission has been granted by the headteacher.

9. Protection from cyber attacks

Please see the glossary (appendix 4) to help you understand cyber security terminology.

The school will:

- Work with governors and the IT department to make sure cyber security is given the time and resources it needs to make the school secure
- Provide annual cyber-security training for pupils, staff, at least one governor and anyone else with a login, including supply or agency staff. New starters will receive this as part of induction if they join outside the annual training window
- Make sure staff are aware of its procedures for reporting and responding to cyber security incidents

- Require all suspected cyber incidents, attacks and near misses to be reported immediately to IT support and the responsible member of SLT, recorded internally and managed through the school's cyber-incident response and business-continuity procedures
- 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:
  - **Proportionate: the school will complete a formal cyber-risk assessment annually and review it every term**
  - **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 effective and secure as they can be
- Maintain an annually reviewed backup and recovery plan, keeping at least three copies of critical data on two separate devices or locations, with one copy off-site. Restoration of backups will be tested termly
- Delegate specific responsibility for maintaining the security of our management information system (MIS)
- Make sure staff:
  - Enable multi-factor authentication for school email accounts, staff accounts used to access cloud services or remotely access school systems, and IT administrator accounts
  - Store passwords securely using a password manager
- Make sure the ICT technician conducts 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

10. Internet access

The school's wireless internet connection is secure.

- Netsweeper is used to filter searches made whilst on our network.
- Guest WiFi should be used by any non-member of staff needing to connect a personal device to the Internet.

10.1 Pupils

Pupils may access the internet only on school-managed devices, through the school's filtered and monitored network, with staff permission and appropriate supervision. Pupils must not connect personal devices to the school Wi-Fi. If an educational website or resource is blocked, pupils should inform their teacher. Only members of staff may request that access is reviewed, using the school's agreed IT-support procedure. Any temporary exception must follow the authorisation procedure in section 4.1.

10.2 Parents/carers and visitors

Parents/carers and visitors to the school may be granted access to the school's guest Wi-Fi where this is necessary for the purpose of their visit and has been authorised by the headteacher or a delegated member of staff.

Authorisation may be granted where:

- Parents/carers are working with the school in an official capacity (e.g. as a volunteer or as a member of the PTA)
- Visitors need internet access in order to fulfil the purpose of their visit (for instance, to access materials stored on personal devices as part of a presentation, training session or lesson)

Authorised users must use the school's guest Wi-Fi and must not be provided with access to staff, administrative or other restricted networks unless expressly approved by the headteacher and IT support.

Staff must not give Wi-Fi passwords or network access details to anyone who has not been authorised to use them. Doing so may result in disciplinary action.

10.3 Staff

Staff should not use the school's wifi for personal use. Mobile phones should not be linked to the school's wifi.

11. Monitoring and review

Everyone with access to the school's network or data, including supply staff, volunteers, contractors and visitors, must be made aware of and agree to the relevant acceptable-use conditions. Pupil agreements will be renewed at the beginning of each academic year.

The headteacher and computing lead will 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 year.

The governing board is responsible for approving this policy.

12. Related policies

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

- Online safety
- Social media
- Safeguarding and child protection
- Behaviour
- Staff code of conduct
- Data protection
- Parent code of conduct

Appendix 1: Acceptable use agreement (staff, governors, volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS	
Name of staff member/governor/volunteer/visitor:	
When using the school's ICT systems 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 that could harm the school's reputation • Access social networking sites or chat rooms unless authorised for legitimate educational or professional purposes • 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 • Take, store or share photographs, video or audio of pupils on a personal device. School-approved equipment and procedures must be used unless the headteacher has explicitly authorised otherwise • 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 will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. I agree 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 Computing Lead know if a pupil informs me they have found any material that 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 2: KS2 acceptable use agreement (pupils and parents/carers)

Acceptable use of the school's ICT facilities and internet: agreement for pupils and parents/carers	
Name of pupil:	
When using the school's ICT facilities and accessing the internet in school, I will not: • Use them for a non-educational purpose • Use them without a teacher being present, or without a teacher's permission • Use them to break school rules • Access any inappropriate websites • Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity) • Use chat rooms • Open any attachments in emails, or follow any links in emails, without first checking with a teacher • Use any inappropriate language when communicating online, including in emails • Share any nude or semi-nude images, videos or livestreams, including images created or altered using AI, even if I have the consent of the person or people shown • Share my password with others or log in to the school's network using someone else's details • Share personal information such as my full name, home address, phone number, passwords or photographs without a teacher's permission • Use AI unless my teacher has approved it; use AI to impersonate others, create harmful material or present AI-generated work as my own • Bully other people 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 (pupil):	**Date:**
Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet and will make sure my child understands these.	
Signed (parent/carer):	**Date:**

Appendix 3: EYFS and KS1 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS	
Name of pupil:	
When I use the school's ICT systems (like computers) and get onto the internet in school I will: • Ask a teacher or adult if I can do so before using them • Only use websites that a teacher or adult has told me or allowed me to use • Tell my teacher immediately if: ○ I select a website by mistake ○ I receive messages from people I don't know ○ I find anything that may upset or harm me or my friends • Use school computers for school work only • Be kind to others and not upset or be rude to them • Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly • Only use the username and password I have been given • Try my hardest to remember my username and password • Never share my password with anyone, including my friends • Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer • Save my work on the school network • Check with my teacher before I print anything • Log off or shut down a computer when I have finished using it **I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**	
Signed (pupil):	**Date:**
Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and will make sure my child understands these.	
Signed (parent/carer):	**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.
Breach	When your data, systems or networks are accessed or changed in a non-authorised way.
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.
Pharming	An attack on your computer network that means users are redirected to a wrong or illegitimate website even if they type in the right website address.

TERM	DEFINITION
Phishing	Untargeted, mass emails sent to many people asking for sensitive information (such as bank details) or encouraging them to visit a fake website.
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	Programmes 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 people in an organisation.