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ICT & ACCEPTABLE USE POLICY

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V25.1	5.4 School Facebook access roles changed.
V25.2	8.6 Added school procedures for during school holiday.

ICT and 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 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 code of conduct policy and safeguarding policies.

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 2023](#)
- [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](#)

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

4. Unacceptable use

The following is considered unacceptable use of the school's ICT facilities.

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
- 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 an authorised member of the schools Senior Leadership Team or external IT provider.
- 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 Senior Leadership Team and DSL 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.

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.

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

5.1 Access to school ICT facilities and materials

The school's external IT support company/ SBM and Deputy Headteacher 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 in accordance with the access control framework.

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 SBM and Deputy Headteacher and authorisation will be granted in line with the access control framework!

5.1.1 Use of phones and email

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

This email account should be used for work purposes only.

It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged, if necessary, email histories can be traced.

E-mails sent to an external organization should be written carefully before sending, in the same way as a letter written on school headed paper.

Staff must inform the Headteacher if they receive an offensive e-mail.

Where appropriate pupils are introduced to email as part of the Curriculum.

Emails sent to other agencies containing personal data will be securely transmitted using the system that the LA recommends as secure.

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, 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 SBM and Deputy Headteacher immediately and follow our 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.

Occasionally members of Senior Leadership Team may have the schools 3CX phone system downloaded onto their phone to enable remote working. This is in line with the Bring Your Own Device to work policy.

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.

The school can record incoming and outgoing phone conversations.

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. The 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 teaching hours
- Does not constitute 'unacceptable use',
- 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. 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 Bring Your Own Device Policy.

It is widely common for smart watches to be used by staff and pupils in a modern age. The school will allow and support this but reminds staff and pupils, of the school's policies in relation to safeguarding. Any use of smart watches by staff in teaching areas whilst students are present is prohibited, smartwatches in teaching areas must remain on aeroplane mode. Any breach of this will be treated in line with school policies.

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 guidelines on use of social media 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.

The school has a social media policy in place for this.

5.3 Remote access

We allow staff to access the school's ICT facilities and materials remotely. They should dial in using a virtual private network (VPN) via RM Unify.

Staff accessing the school's ICT facilities and materials remotely must abide by the same rules as those accessing the facilities and materials on site. Staff must be particularly vigilant if they use the school's ICT facilities outside the school and must take such precautions as the IT support company may require against importing viruses or compromising system security.

Our ICT facilities contain information which is confidential and/or subject to data protection legislation. Such information must be treated with extreme care and in accordance with our data protection policy.

5.4 School social media accounts

The school has an official Facebook account, managed by the Deputy Headteacher with secondary account backup access available to the SBM and Headteacher. 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 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.

5.5 Virtual Meetings

The school proactively encourages virtual meetings to ensure productivity of staff time, it strongly encourages staff engaging in virtual meetings to be mindful of the following:

- Attend with the webcam/video switched on where possible
- Be mindful of data protection
- Focus on the business of the meeting in the same way as if they were attending in person
- Remain on mute unless they are speaking
- Prevent unauthorized individuals overhearing conversations (for example, by using headphones)
- Be mindful of their surroundings – they will consider the privacy of the room, including, but not limited to, who or what is visible or audible in the background

5.6 SAMS People / My SAM Portal

To support the schools effective staff management, staff have access to an employee portal- “My Sam”. This portal provides staff with access to requesting leave, requesting additional hours payments and signing key documents as well as undertaking their performance management.

The school has produced procedures to ensure that the system is used effectively and adheres to all data security policies.

- Only key personnel will have full access to the “SamsPeople” dashboard, identification of those key personnel is available within the access control framework.
- Other staff have access to areas limited only to their job roles and these are identified within the access control framework.
- Staff can access the portal through any school device or school IPAD to access their My Sam portal, or even their own device. Staff are reminded that when they have finished using their self-service portal, they should log themselves out to comply with data protection procedures.

5.7 My Concern- Safeguarding System

The school uses an online safeguarding portal which links to the schools MIS system. Staff are reminded of the following.

- The users level of access rights will determine what they are able to see
- Staff can report a concern via any school computer or school IPAD, and are reminded to log the device out after use.
- DSLs are instructed to instantly delete files downloaded from the My Concern system from both downloads and the recycling bin.

5.8 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
- Bandwidth usage
- Email accounts
- Telephone calls
- User activity/access logs
- Any other electronic communications

Only authorised ICT personnel may filter, 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

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

The school's designated safeguarding lead (DSL) will take lead responsibility for understanding the filtering and monitoring systems and processes in place with support from the Deputy Headteacher (DDSL) and external IT support company.

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

5.9 Staff use of Tapestry

The school uses Tapestry to support the learning of pupils. Tapestry is activated on class iPad's with PIN Codes.

Manager access is restricted to key staff and is identified within the access control framework.

Each class has a page for group observations, please only link the class page to the observation and not individual pupils, to avoid any GDPR issues.

6. Pupils

6.1 Access to ICT facilities

- "Computers and equipment in the school's classrooms and specialist areas are available to pupils only under the supervision of staff"
- "Specialist ICT equipment, such as that used for music, or communication such as eye gaze, must only be used under the supervision of staff"

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
- Indecent images of children
- Evidence of suspected criminal behaviour

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 head teacher and DSL.

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 SLT and safeguarding team 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** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), 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

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 does not permit pupils to engage 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
- Breaching the school's policies or procedures

- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Consensual or 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 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.

We ask parents/carers to be respectful of our school community in line with our home / school agreement.

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.

In particular, staff will let parents/carers know which (if any) person or people from the school pupils will be interacting with online, including the purpose of the interaction.

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

7.4 Communicating and engaging with learning via tapestry

Learning Journeys on Tapestry are used to celebrate your child's progress throughout school. Photographs and/or videos of individuals, groups or classes of children may appear in these records. We will discuss with our parents the need to uphold the school's request not to share, upload or add any photographs or videos showing other children either publicly on any social media sites. On admission the school will seek written confirmation from parent/carer account holders that they will also make others aware of this requirement should they choose to give them access to their child's account. They are also made aware that their child's photograph may appear in group photos or videos that may appear on other pupils tapestry profiles.

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

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.

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.

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.

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 Deputy Headteacher and are identified within our Access Control Framework.

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 Senior Leadership Team 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) 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 external IT support company. We do not permit the use of USB devices in school.

8.6 School Holidays

In line with school holiday procedures, all class laptops and iPads will be returned on the last day of term, signed in, and locked securely away by a senior member of staff.

9. Protection from cyber attacks

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 training for staff 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
- 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:** to objectively test that what it has in place is effective
 - **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
- Back up critical data is completed daily, and store these backups on our cloud-based backup systems.
- Delegate specific responsibility for maintaining the security of our management information system (MIS) to Cablers Ltd.

Make sure staff:

- Dial into our network using a virtual private network (VPN) when working from home

- Enable multi-factor authentication for key staff on key accounts as identified within the access control framework.
- Ensure our Assistant Headteacher along with our external 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
- Check that its supply chain is secure, for example by asking suppliers about how secure their business practices are and checking if they have the [Cyber Essentials](#) certification

10. Internet access

The school's wireless internet connection is secure.

- The school uses filtering with RM Unify
- The school has separate WIFI access for staff/pupils and a separate WIFI for visitors.
- Frequent visitors who have had already relevant checks undertaken and signed relevant acceptable use agreements may be put onto our school WIFI.

10.1 Pupils

- Access to WIFI for pupils is only during lesson times or for their communication devices. When WIFI is enabled on their communication device, filtering protection is applied as standard.

10.2 Parents/carers and visitors

Parents/carers 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/carers are working with the school in an official capacity (e.g. as a volunteer or as a member of the PTA). When this permission is granted, they will be put onto the guest WIFI.
- Visitors need to access the school's WIFI 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 WIFI password to anyone who is not authorised to have it. Doing so could result in disciplinary action.

11. Monitoring and review

The headteacher and Deputy Headteacher, external IT support company alongside our DSL, 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 annually.

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 discipline
- Data protection
- Remote education
- Mobile phone policy