

Elizabeth Woodville School	
Policy Name:	ICT and acceptable use
Owner:	Headteacher
Date Ratified:	By the governing board July 2026
Review Date:	July 2027

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, visitors, and anyone who has access to our IT and communication systems.

Misuse of IT and communications systems can damage our school and our reputation.

Relevant legislation and guidance

This policy refers to, complies with, or otherwise has regard to, 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](#)
[Data \(Use and Access\) Act 2025](#)

[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 2025](#)

[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](#)

[Meeting digital and technology standards in schools and colleges](#)

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

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.

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 any web page or downloading any image, document, application, or file from the internet which could be regarded as illegal, offensive, discriminatory, in bad taste, or immoral
- 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
- Using the school's systems to participate in internet chat rooms, post on internet message boards or blogs, unless approved by authorised personnel
- 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 internet and 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.

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.

Student Agreement of Acceptable Use:

I understand that I must use Elizabeth Woodville School systems in a responsible way, to ensure there is no risk to my safety or to the safety of other users.

When using the School's IT Facilities:

- I understand that the School system and devices are primarily intended for educational use and I will not use them for personal or recreational use unless I have prior permission;
- I understand the the School may monitor my use of the devices, systems, services and communications and any time;
- I will keep my user name and password safe and secure - I will not share it, nor will I try to use any other person's username or password. I understand that I should not write it down or store a password where it is possible that someone may steal it;
- I will not disclose or share personal information about others, when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, or financial details)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line;
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs);
- I will respect others' work and property and will not access, copy, remove or otherwise use or alter any other user's files, without owner's knowledge and permission, and will ensure that any use is in accordance with school policies;
- I understand there are risks when using the systems and services, and will not try to upload download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials;
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions;
- I will respect copyright of materials and intellectual property rights and not take or distribute text, images or other materials without permission;
- I will not use or modify any of the School devices, systems and services in any way that will disrupt their use for others in any way;

- I will not install or attempt to install or store programmes of any type on any School device, nor will I try to alter computer settings;
- I understand that I am not permitted to attempt to connect any devices or systems (e.g. laptops, mobile phones, USB devices, etc....) to any school devices, systems or services without prior permission from an Authorised Person within the school. I understand that, if I am permitted to use my own devices in the school I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand that I am responsible for my actions, both inside and outside of the school:
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the school and where they involve my membership of the school community (for example, cyber- bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school IT systems and services, disciplinary action as set out in the codes of conduct and in the event of illegal activities involving the police.

I agree to follow these guidelines at all times when:

- using or connected to the School's devices, systems and services;
- using my own equipment inside or outside of the school in a way that is related to me being a member of this school (for example, communicating with other members of the school, accessing school email, websites, remote learning and services)

Acceptable Use Policy Agreement (Staff/All other users)

IT is seen as beneficial to all members of the School in supporting learning, teaching, research, administration and approved business activities of the School. The School's IT Facilities provide a number of integral services and, therefore, any attempt to misuse a computer system could cause significant disruption to other users at the School. This could also lead to breaches of the data protection rights of a number of individuals causing harm to those individuals, and to the School.

This Acceptable Use Agreement is intended to ensure:

- that all users will be responsible and stay safe while using IT devices, systems and services.
- that school devices, systems, services and users are protected from accidental or deliberate misuse that could put the security of these systems and users at risk.

Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users, including as to the personal data of others.

When using the school's IT Facilities:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have prior permission;
- I understand that the school may monitor my use of the devices, systems, services and communications at any time;
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it;
- I will not disclose or share personal information about others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc....), unless expressly permitted by job description or in writing from the school;
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line;
- I will not open any hyperlinks in emails or any attachments to emails, unless I know
- and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes);
- I will respect others' work and property and will not access, copy, remove or otherwise use or alter any other user's files, without the owner's knowledge and permission, and I will ensure that any use is in accordance with school policies;
- I understand there are risks when using the systems and services, and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials;
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions;
- I will respect copyright of materials and intellectual property rights and not take or distribute text, images or other materials without permission; I will not use or modify any of the school devices, systems and services in anyway the will disrupt their use for others in any way
- I will not install or attempt to install or store programs of any type on any school device, nor will I try to alter computer settings;
- I understand that I am not permitted to attempt to connect any devices or systems (e.g. laptops, mobile phones, USB devices, etc....) to any school devices, systems or services without prior permission from an Authorised Person within the school.
- I understand that, if I am permitted to use my own devices in the school I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policies. I will not use my personal equipment to record these images, in accordance with the school's child protection/safeguarding policies.
- I will only use social networking sites in school in accordance with the school's policies;
- I will only communicate with students, parents/carers, and other parties solely related to my employment, using systems authorised and provided by the school. Any such communication will be professional in tone and manner;

- I will not engage in any on-line activity that may compromise my professional responsibilities;
- I recognise that a failure to comply with the policies of the school, and any misuse of IT equipment, could lead to breaches of the rights of data subjects and I will act at all times in accordance with such policies in order to avoid any inappropriate use of personal data, or the breach of the data protection rights of any individual and in line with GDPR processes and policies.

I understand that I am responsible for my actions, both inside and outside of the school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the school and where they involve my membership of the school community (for example, use of images, digital communications, or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school IT systems and services, disciplinary action as set out in the codes of conduct and in the event of illegal activities involving the police.

I agree to follow these guidelines at all times when:

- using or connected to the school's devices, systems and services;
- using my own equipment inside or outside of the school in a way that is related to me being a member of this school (for example, communicating with other members of the School, accessing School email, websites, remote learning and services).

I have read and understand the above acceptable use policy and will abide by its content:

Print name: **Signed:**..... **Date:**