



**Federation of  
Westminster Special Schools  
& Bi-Borough Inclusion Service**

# **ICT and Internet - Acceptable Use Policy**

**Approved by Full Governing Board: February 2025**

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## 1. Introduction and Aims

Information and communications technology (ICT) is an integral part of the way our Federation works, and is a critical resource for children & young people (CYP), staff (including the senior leadership team), governors, volunteers and visitors. It supports teaching and learning, and the pastoral and administrative functions of the schools and the Bi-Borough Inclusion Service (BIS). In this document the reference to “Federation” includes QEII School, College Park School and the Bi-Borough Inclusion Service (BIS).

However, the ICT resources and facilities our schools and BIS use 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, CYP, parents/carers and governors
- Establish clear expectations for the way all members of the Federation community engage with each other online
- Support the Federation’s policies on data protection, online safety and safeguarding
- Prevent disruption that could occur to the schools/BIS through the misuse, or attempted misuse, of ICT systems
- Support the schools/BIS in teaching CYP safe and effective internet and ICT use

This policy covers all users of Federation ICT facilities, including governors, staff, CYP, volunteers, contractors and visitors.

Breaches of this policy may be dealt with under our disciplinary policy and 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 2024](#)
- [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 Federation's ICT service
- **Users:** anyone authorised by the Federation to use one of the school's/BIS ICT facilities, including governors, staff, CYP, 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 Federation to perform systems administration and/or monitoring of the ICT facilities

- **Materials:** files and data created using the Federation's ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites and blogs

See appendix 6 for a glossary of cyber security terminology.

#### 4. Unacceptable Use

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

Unacceptable use of the Federation's ICT facilities includes:

- Using the Federation's ICT facilities to breach intellectual property rights or copyright
- Using the Federation's ICT facilities to bully or harass someone else, or to promote unlawful discrimination
- Breaching the Federation'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 Federation, or risks bringing one of the Federation's schools or services into disrepute
- Sharing confidential information about the Federation, its CYPs, or other members of the Federation community
- Connecting any device to the Federation's ICT network without approval from authorised personnel
- Setting up any software, applications or web services on the Federation'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 Federation'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 Federation's ICT facilities
- Causing intentional damage to the Federation's ICT facilities
- Removing, deleting or disposing of the Federation'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 Federation
- Using websites or mechanisms to bypass the Federation's filtering or monitoring mechanisms
- Engaging in content or conduct that is radicalised, extremist, racist, antisemitic or discriminatory in any other way
- Unacceptable use of artificial intelligence (AI) tools: any tasks linked to the sharing of personal data. Personal data such as full names, addresses and dates of birth must not be inputted into AI tools under any circumstance

This is not an exhaustive list. The Federation reserves the right to amend this list at any time. The School Headteacher/Head of BIS or any other relevant member of the senior leadership team will use their professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the Federation's ICT facilities.

#### **4.1 Exceptions from unacceptable use**

Where the use of Federation ICT facilities (on 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 School Headteacher's/Head of BIS discretion.

- Staff may use AI tools and generative chatbots for lesson planning, document presentation
- assisting with the wording of information for administrative tasks and learning resources
- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI, for example in IT lessons or AI-generated images. All AI-generated content must be properly attributed
- If staff choose to use AI tools, they are responsible for checking the output generated. This could include proof reading for spelling and grammar errors and fact checking. Staff should also be aware that children may use AI at home and to educate them on the potential risks and challenges.

#### **4.2 Sanctions**

Children and young people and staff who engage in any of the unacceptable activities listed above may face disciplinary action in line with the Federation's policies.

All policies can be found on share point: QE2CP FWSS staff

<https://qe2cpwestminsterschuk.sharepoint.com/sites/QE2CPFWSSStaff/Shared%20Documents/Forms/AllItems.aspx>

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

### **Accessibility Features**

To ensure an inclusive and supportive work environment, our accessible use of ICT policy mandates that all staff, including those with deafness or vision impairment, have access to agreed-upon accessibility features. This includes providing assistive technologies such as screen readers, magnification tools, audio description AI and captioning services. We are committed to regularly reviewing and updating these features in consultation with our staff to ensure they meet individual needs and enhance productivity. By prioritising accessibility, we aim to empower all employees to perform their roles effectively and contribute to our organisation's success.

### **5.1 Access to Federation ICT facilities and materials**

The Federation IT manager – Atlas manages access to each school's and the BIS ICT facilities and materials for school and service staff. That includes, but is not limited to:

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

Staff will be provided with unique login/account information and passwords that they must use when accessing each school's/BIS 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 Atlas.

Atlas will confirm with the School Headteacher/Head of BIS if access can be granted

#### **5.1.1 Use of phones and email**

Each school and the BIS provides each member of staff with an email address.

This email account should be used for work purposes only. Staff should enable multi-factor authentication on their email account(s).

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

Staff must not share their personal email addresses with parents/carers and CYP, 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 School Headteacher/Head of service and IT provider immediately and follow our data breach procedure.

Staff must not give their personal phone number(s) to parents/carers or CYP. Staff must use phones provided by the school/BIS to conduct all work-related business. If an emergency situation (such as accompanying a CYP to hospital) needs numbers to be released a member of SLT should be informed.

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/BIS ICT facilities for personal use, subject to certain conditions set out below. This permission must not be overused or abused. The School Headteacher/Head of Service 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 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 CYP from using the facilities for work or educational purposes

Staff may not use the school's/BIS 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/BIS 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 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 CYP and parents/carers could see them.

Staff should take care to follow the Federation's guidelines on use of social media (social media policy) and use of email (see section 5.1.1) to protect themselves online and avoid compromising their professional integrity.

### **5.2.1 Personal social media accounts**

Members of staff should make sure their use of social media, either for work or personal purposes, is appropriate at all times. Personal social media accounts should be saved as private use and not public.

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

### **5.3 Remote access**

We allow staff to access the school's/BIS ICT facilities and materials remotely by using Microsoft Sharepoint.

Atlas (IT provider) manages the drive and all security elements.

Staff accessing the Federation'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 Federation's ICT facilities outside school or work and must take such precautions as Atlas 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 available on the staff hard drive.

### **Monitoring and filtering of the Federation network and use of ICT facilities**

To safeguard and promote the welfare of CYP and provide them with a safe environment to learn, the Federation 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 Federation meets the DfE's filtering and monitoring standards
- Appropriate filtering and monitoring systems are in place
- The Federation have signed up to Senso to provide additional filtering as part of LGFL.
- 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 Federation's monitoring and filtering systems

Each school Designated Safeguarding Lead (DSL) will take lead responsibility for understanding the filtering and monitoring systems and processes in place.

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

## 6. Children & Young People

### 6.1 Access to ICT facilities

Computers and equipment in the school ICT suites are available to CYP under the supervision of staff.

Specialist ICT equipment such as that used for music or design and technology must only be used under the supervision of staff.

### 6.2 Search and deletion

Under the Education Act 2011, the School Headteacher, and any member of staff authorised to do so by them, can search CYPs 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 CYP, **and/or**
- Is identified in the school rules as a banned item for which a search can be carried out **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 CYP
- 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 CYP and staff. If the search is not urgent, they will seek advice from senior leaders
- Explain to the CYP 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 CYP's and parents/carers co-operation

The authorised staff member should:

- Involve the DSL (or deputy) without delay if they believe that a search has revealed a safeguarding risk
- Contact the parents/carers

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 School Headteacher 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 CYP (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 school 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 CYP 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](#)

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

### **6.3 Unacceptable use of ICT and the internet outside of school**

The school will sanction children and young people, if any 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 Federation'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
- 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 Federation, or risks bringing it into disrepute
- Sharing confidential information about the Federation, other CYP, 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 Federation's ICT facilities
- Causing intentional damage to the Federation'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 Federation's ICT facilities as a matter of course.

However, parents/carers working for, or with, the Federation 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 the ICTs facilities at the School Headteacher's/Head of BIS 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 Federation or one of its schools/services online**

We believe it is important to model for CYP, 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 CYP, especially when communicating with one of the schools through our website and social media channels.

We ask parents/carers to sign the agreement in appendix 2.

### **7.3 Communicating with parents/carers about CYP activity**

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

When we ask CYP 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 CYP will be interacting with online, including the purpose of the interaction.

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

## **8. Data security**

The Federation 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 Federation'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 Federation'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 CYP who disclose account or password information may face disciplinary action.

Staff should not share the log in details with other staff members.

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

All staff will use the password manager required by the Atlas to help them store their passwords securely. Teachers will generate passwords for CYP using the required password manager or generator and keep these in a secure location in case they lose or forget their passwords.

Passwords will be updated every 90days

### **8.2 Software updates, firewalls and anti-virus software**

All of the Federation'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 Federastion'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.

[Data Protection Policy](#)

### **8.4 Access to facilities and materials**

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

These access rights are managed by the School Headteacher/Head of Service

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 School Headteacher/Head of BIS 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 Federation makes sure that its devices and systems have an appropriate level of encryption.

The only removable storage devices and media that Staff should use on the Federation's ICT equipment and network is equipment that has been purchased by **Federation of Westminster Special Schools**

All removable media must be authorised and offer data security options like encryption to safeguard data. Staff should not use USB storage devices for school work and data storage. The Federation offers remote access which connects to each school's or the BIS network, this is the solution to remove the need for USB storage, the remote access system and cloud system Microsoft's Office 365 are also available to help transfer data securely. Please talk to Atlas for more information.

Removable media includes but is not restricted to:

- CDs / DVDs
- Optical Disks
- External Hard Drives
- USB Memory Sticks - NOT TO BE USED AT ALL
- Media Card Readers
- Embedded Microchips (including Smart Cards and Mobile Phone SIM Cards)
- MP3 Players
- Digital Cameras
- Bluetooth device
- Webcams
- Backup tapes or drives
- Personal cloud storage platforms

## 9. Protection from cyber attacks

Please see the glossary (appendix 6) to help you understand cyber security terminology.

The Federation will:

- Work with Governors and Atlas 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:** each school will verify this using a third-party audit through Atlas 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 least once a day and store these backups on cloud based backup systems, which is managed and monitored by Atlas
- Delegate specific responsibility for maintaining the security of our management information system (MIS) to Atlas
- Make sure staff:
  - Enable multi-factor authentication where they can, on things like school email accounts
  - Store passwords securely using a password manager
- Make sure ICT staff conduct regular access reviews to make sure each user in each school/or BIS 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
- Develop, review and test an incident response plan with the IT department including, for example, how each school/BIS will communicate with everyone if communications go down, who will be contacted and when, and who will notify [Action Fraud](#) of the incident. This plan will be reviewed and tested after a significant event has occurred, using the NCSC's '[Exercise in a Box](#)'
- Work with Atlas and LGFL to see what it can offer the Federation regarding cyber security, such as advice on which service providers to use or assistance with procurement

## 10. Internet access

The Federation's wireless internet connection is secure.

Atlas monitor all internet usage and are able to perform regular checks on the system.

- Filtering is monitored by LGFL using Senso, supported by Atlas
  - Senso will provide Atlas with up to date real time information if there are any breaches
  -

➤ There is wifi log in for:

- Staff
- Guests

### **10.1 CYP**

➤ CYP can only access the school WiFi through school issued devices.

### **10.2 Parents/carers and visitors**

Parents/carers and visitors to the a Federation school will not be permitted to use the school's WiFi unless specific authorisation is granted by the School 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)
- 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 Federation leadership team will monitor the implementation of this policy, including ensuring it is updated to reflect the needs and circumstances of each school/the BIS.

This policy will be reviewed every 2 years.

The Governing Board is responsible for reviewing this policy.

## **12. Related policies**

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

- Online safety
- Social media
- Safeguarding and child protection
- Behaviour
- Data protection
- Mobile phone and devices policy



## Appendix 1: Facebook cheat sheet for staff

**Do not accept friend requests from pupils on social media**

### 10 Rules for school staff on Facebook (or similar sites)

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

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### Check your privacy settings

- Change the visibility of your posts and photos to '**Friends only**', rather than 'Friends of friends'. Otherwise, pupils and their families may still be able to read your posts, see things you've shared and look at your pictures if they're friends with anybody on your contacts list
- Don't forget to check your **old posts and photos** – go to [bit.ly/2MdQXMN](https://bit.ly/2MdQXMN) to find out how to limit the visibility of previous posts
- The public may still be able to see posts you've '**liked**', even if your profile settings are private, because this depends on the privacy settings of the original poster
- **Google your name** to see what information about you is visible to the public
- Prevent search engines from indexing your profile so that people can't **search for you by name** – go to [bit.ly/2zMdVht](https://bit.ly/2zMdVht) to find out how to do this

- Remember that **some information is always public**: your display name, profile picture, cover photo, user ID (in the URL for your profile), country, age range and gender

### **What to do if ...**

#### **A CYP adds you on social media**

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

#### **A parent/carer adds you on social media**

- It is at your discretion whether to respond. Bear in mind that:
  - Responding to 1 parent/carer's friend request or message might set an unwelcome precedent for both you and other teachers at the school
  - Pupils may then have indirect access through their parent/carer's account to anything you post, share, comment on or are tagged in
- If you wish to decline the offer or ignore the message, consider drafting a stock response to let the parent/carer know that you're doing so

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

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

## Appendix 2: Acceptable use of the internet: agreement for parents and carers

### Acceptable use of the internet: agreement for parents and carers

**Name of parent/carers:**

**Name of child/young person:**

Online channels are an important way for parents/carers to communicate with, or about, our school.

The school uses the following channels:

- \* Email/text groups for parents (for school announcements and information)
  - Evisense/Evidence for Learning

Parents/carers also set up independent channels to help them stay on top of what's happening in their child's class.

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:

- Be respectful towards members of staff, and the school, at all times
- Be respectful of other parents/carers and children
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

I will not:

- Use private groups or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues unless they are raised in an appropriate way
- Use private groups or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of the other children's parents/carers

**Signed:**

**Date:**

### Appendix 3: Acceptable use agreement for older CYP

#### Acceptable use of the school's ICT facilities and internet: agreement for CYP and parents/carers

Name of child/young person:

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 semi-nude or nude images, videos or livestreams, even if I have the consent of the person or people in the photo/video
- Share my password with others or log in to the school's network using someone else's details
- Bully other people
  
- Do not use AI tools and generative chatbots (such as ChatGPT or Google Bard):
  - During assessments, including internal and external assessments, and coursework
  - To present AI-generated text or imagery as my own work

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.

<b>Signed (child/young person):</b>	<b>Date:</b>
<b>Parent/carer agreement:</b> 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 for using personal electronic devices in school, and will make sure my child understands these.	
<b>Signed (parent/carer):</b>	<b>Date:</b>

## Appendix 4: Acceptable use agreement for younger CYP

### Acceptable use of the school's ICT facilities and internet: agreement for children/young people and parents/carers

Name of child/young person:

**When I use the school's ICT facilities (like computers and equipment) and go on the internet in school, I will not:**

- Use them without asking a teacher first, or without a teacher in the room with me
- Use them to break school rules
- Go on any inappropriate websites
- Go on Facebook or other social networking sites (unless my teacher said I could as part of a lesson)
- Use chat rooms
- Open any attachments in emails, or click any links in emails, without checking with a teacher first
- Use mean or rude language when talking to other people online or in emails
- Send any photos, videos or livestreams of people (including me) who aren't wearing all of their clothes
- Share my password with others or log in using someone else's name or password
- Bully other people
- Do not use artificial intelligence (AI) chatbots, such as ChatGPT or Google Bard, to create images or write for me, and then submit it as my own work

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

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

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

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

**Signed (child/young person):**

**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

for using personal electronic devices in school, and will make sure my child understands these.

**Signed (parent/carer):**

**Date:**

## Appendix 5: Acceptable use agreement for staff, governors, volunteers and visitors

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

**Name of staff member/governor/volunteer/visitor:**

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

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

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

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

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

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

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

**Date:**



## Appendix 6: 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
<b>Antivirus</b>	Software designed to detect, stop and remove malicious software and viruses.
<b>Breach</b>	When your data, systems or networks are accessed or changed in a non-authorized way.
<b>Cloud</b>	Where you can store and access your resources (including data and software) via the internet, instead of locally on physical devices.
<b>Cyber attack</b>	An attempt to access, damage or disrupt your computer systems, networks or devices maliciously.
<b>Cyber incident</b>	Where the security of your system or service has been breached.
<b>Cyber security</b>	The protection of your devices, services and networks (and the information they contain) from theft or damage.
<b>Download attack</b>	Where malicious software or a virus is downloaded unintentionally onto a device without the user's knowledge or consent.
<b>Firewall</b>	Hardware or software that uses a defined rule set to constrain network traffic – this is to prevent unauthorised access to or from a network.
<b>Hacker</b>	Someone with some computer skills who uses them to break into computers, systems and networks.
<b>Malware</b>	Malicious software. This includes viruses, trojans or any code or content that can adversely impact individuals or organisations.
<b>Patching</b>	Updating firmware or software to improve security and/or enhance functionality.
<b>Pentest</b>	Short for penetration test. This is an authorised test of a computer network or system to look for security weaknesses.
<b>Pharming</b>	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
<b>Phishing</b>	Untargeted, mass emails sent to many people asking for sensitive information (such as bank details) or encouraging them to visit a fake website.
<b>Ransomware</b>	Malicious software that stops you from using your data or systems until you make a payment.
<b>Social engineering</b>	Manipulating people into giving information or carrying out specific actions that an attacker can use.
<b>Spear-phishing</b>	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.
<b>Trojan</b>	A type of malware/virus designed to look like legitimate software that can be used to hack a victim's computer.
<b>Two-factor/multi-factor authentication</b>	Using 2 or more different components to verify a user's identity.
<b>Virus</b>	Programmes designed to self-replicate and infect legitimate software programs or systems.
<b>Virtual private network (VPN)</b>	An encrypted network which allows remote users to connect securely.
<b>Whaling</b>	Highly- targeted phishing attacks (where emails are made to look legitimate) aimed at senior people in an organisation.