



Cleves School
Learning Together

ICT and Internet Acceptable Use Policy

Reviewed on	February 2024 by Hugh Thomas
Guidance referred to	DfE Guidance 2019 published on The Key Surrey Guidance 2023
Reviewed by	Children's Achievement and Wellbeing Committee on behalf of The Board of Trustees of Cleves School
Review cycle	Every 2 years
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1. Introduction and aims

ICT is an integral part of the way our academy works, and is a critical resource for pupils, staff, trustees, volunteers and visitors. It supports teaching and learning, pastoral and administrative functions of the academy.

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

This policy aims to:

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

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

Breaches of this policy may be dealt with under the staff disciplinary policy.

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](#)
- [The 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”**: includes all facilities, systems and services including but not limited to network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, software, websites, web applications or services, and any device system or service which may become available in the future which is provided as part of the ICT service
- **“Users”**: anyone authorised by the academy to use the ICT facilities, including trustees, staff, pupils, volunteers, contractors and visitors

- **“Personal use”**: any use or activity not directly related to the users’ employment, study or purpose
- **“Authorised personnel”**: employees authorised by the academy to perform systems administration and/or monitoring of the ICT facilities
- **“Materials”**: files and data created using the ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites, and blogs.

4. Unacceptable use

The following is considered unacceptable use of the academy’s ICT facilities by any member of the community. Any breach of this policy may result in disciplinary or behaviour proceedings.

Unacceptable use of the academy’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 authorised personnel
- Setting up any software, applications or web services on the school’s network without approval by authorised personnel, or creating or using any programme, tool or item of software designed to interfere with the functioning of the school’s ICT facilities, accounts or data
- Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
- Allowing, encouraging or enabling others to gain (or attempt to gain) unauthorised access to the school’s ICT facilities
- Causing intentional damage to the school’s ICT facilities
- Removing, deleting or disposing of the school’s ICT equipment, systems, programmes or information without permission from authorised personnel
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not permitted by authorised personnel to have access, or without authorisation
- Using inappropriate or offensive language
- Promoting a private business, unless that business is directly related to the school
- Using websites or mechanisms to bypass the school’s filtering or monitoring mechanisms
- Engaging in content or conduct that is radicalised, extremist, racist, antisemitic or discriminatory in any other way

Generative AI refers to technology that can be used to create new content based on large volumes of data that models have been trained on from a variety of works and other sources. This creates opportunities and challenges for the education sector.

Using AI tools and generative chatbots (such as ChatGPT and Google Bard) for the following will be immediately referred to the Senior Leadership Team (this is not an exhaustive list. The academy reserves the right to amend this list at any time):

- During assessments, including internal and external assessments, and coursework
- To write their homework or class assignments, where AI-generated text or imagery is presented as their own work.

The SLT will use professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the academy'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.

Pupils may use AI tools and generative chatbots:

- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. All AI-generated content must be properly attributed

4.2 Sanctions

Pupils and staff who engage in any of the unacceptable activity listed above may face disciplinary action in line with the school's policies. Copies of the staff code of conduct and staff disciplinary policy can be found on the Cleves Google Drive.

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

5.1 Access to school ICT facilities and materials

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

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

Staff will be provided with unique 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 Network Manager, Deputy Headteacher or Business Manager

5.1.1 Use of phones and email

The academy 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 academy 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 Deputy Headteacher or Business Manager 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 academy to conduct all work-related business.

Academy phones must not be used for personal matters.

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

5.2 Personal use

Staff are permitted to occasionally use school ICT facilities for personal use, subject to certain conditions set out below. This permission must not be overused or abused. The network manager/headteacher may withdraw or restrict this permission at any time and at their discretion.

Personal use is permitted provided that such use:

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

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

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

Staff are also permitted to use their personal devices (such as mobile phones or tablets) in line with the school's mobile phone/personal device policy

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 (see appendix 3) 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.

5.3 School social media accounts

- The school has an official X (Twitter) account, managed by Deputy Headteacher and Business Manager.. 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.

5.4 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. Our Partner Network company assists with the management of the Filtering and Monitoring of the system along with our network provider (LGFL).

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

6. Pupils

6.1 Access to ICT facilities

ICT facilities are available to pupils in specific circumstances. For example:

- Computers and IT equipment are available to pupils only 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
- Pupils will be provided with an account linked to the school's virtual learning environment, which they can access from any device using the academy HUB.

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 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 children
- Evidence of suspected criminal behaviour (such as threats of violence or assault).

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

- Make an assessment of how urgent the search is, and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the headteacher / designated safeguarding lead / appropriate member of SLT.
- Explain to the pupil why they are being searched, and how and where the search will happen, and give them the opportunity to ask questions about it
- Seek the pupil's co-operation (if the pupil refuses to cooperate, we will proceed accordingly with actions in line with the behaviour policy).

The authorised staff member should:

- Inform the DSL (or deputy) of any searching incidents where they had reasonable grounds to suspect a pupil was in possession of a banned item.
- Involve the DSL (or deputy) without delay if they believe that a search has revealed a safeguarding risk.

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

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

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

If inappropriate material is found on the device, it is up to [the staff member in conjunction with the DSL / Headteacher / other member of the Senior Leadership 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](#)

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 academy will sanction pupils, in line with the behaviour policy if a pupil engages in any of the following **at any time** (even if they are not on academy 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 academy's policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Activity which defames or disparages the academy, or risks bringing the academy into disrepute
- Sharing confidential information about the academy, other pupils, or other members of the 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 academy's ICT facilities
- Causing intentional damage to ICT facilities or materials
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation
- Using inappropriate or offensive language.

7. Parents

Access to ICT facilities and materials

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

However, parents working for, or with, the academy 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 academy's facilities at the headteacher's discretion.

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

7.2 Communicating with or about the school online

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

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

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.

8. Data security

The academy 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 academy'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 academy's ICT devices that support software updates, security updates, and anti-virus products will be configured to perform such updates regularly or automatically. This will be managed by our IT support company

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 academy's ICT facilities.

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

Data protection

All personal data must be processed and stored in line with data protection regulations and the academy's [Data protection policy](#).

8.4 Access to facilities and materials

All users of the academy'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 School Business Manager.

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 above immediately.

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

8.5 Encryption

The academy makes sure that its devices and systems have an appropriate level of encryption.

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

9. Protection from cyber attacks

Please see the glossary (appendix 3) to help you understand cyber security terminology.

The school will:

- Work with governors and the IT department to make sure cyber security is given the time and resources it needs to make the school secure.
- Provide annual training for staff (and include this training in any induction for new starters, if they join outside of the school's annual training window) on the basics of cyber security, including how to:
 - Check the sender address in an email
 - Respond to a request for bank details, personal information or login details
 - Verify requests for payments or changes to information.
- Make sure staff are aware of its procedures for reporting and responding to cyber security incidents.
- Investigate whether our IT software needs updating or replacing to be more secure.
- Not engage in ransom requests from ransomware attacks, as this would not guarantee recovery of data.
- Put controls in place that are:
 - **Proportionate:** the school will verify this using a third-party audit, to objectively test that what it has in place is effective (such as [360 degree safe](#)) at least every 2 years.
 - **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 of critical data happens twice a day and these are stored on cloud-based backup systems/external hard drives that are not connected to the school network.

Specific responsibility for maintaining the security of our management information system (MIS) is delegated to our partner IT support structures (LGfL and CITL)

- Make sure staff:
 - Store passwords securely using a password manager
 - Make sure ICT staff conduct regular access reviews to make sure each user in the school has the right level of permissions and admin rights
 - Have a firewall in place that is switched on.
- 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 the school 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 – this should be at least annually though ideally every 6 months and after a significant event has occurred, using the NCSC's '[Exercise in a Box](#)'.

10. Internet access

The academy wireless internet connection is secured and appropriate filtering is in place. Inappropriate searches or attempts to access inappropriate websites are logged and immediately flagged to the Senior Leadership Team. Filters are, however, not full proof and any inappropriate content should be immediately reported to the Senior Leadership Team.

Parents and visitors

Parents and visitors to the academy will not be permitted to use the academy's WIFI unless specific authorisation is granted by the Senior Leadership Team.

They will only grant authorisation if:

- Parents are working with the academy in an official capacity (e.g. as a volunteer or as a member of the PTA)
- Visitors need to access the academy'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 Senior Leadership Team (in conjunction with our network and IT support providers) monitor the implementation of this policy, including ensuring that it is updated to reflect the needs and circumstances of the school.

This policy will be reviewed every 2 years.

12. Related policies

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

- Online safety
- Safeguarding and child protection
- Behaviour
- Staff discipline
- Data protection policy
- Code of Conduct
- Computing Policy

Appendix 1: Acceptable use agreement for pupils

Acceptable use of the academy's ICT facilities and internet: agreement for pupils and parents/carers

Name of pupil:

When I use the school's ICT facilities (like computers and equipment) and get 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 social networking sites (unless my teacher said I could as part of a lesson)
- Use chat rooms
- Use a personal email address when emailing in school
- Email people I don't know unless teacher has approved it.
- Open any attachments in emails, or click any links in emails, without checking with a teacher first
- Send any photos, videos 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
- Give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends.
- Look at other people's files without their permission.
- Use school devices for online gaming, file sharing or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- Bully other people
- Use artificial intelligence (AI), to create images or write for me, and then submit it as my own work

I understand that the academy will check emails and 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 use the school's computers with care, ensuring I do not damage them through carelessness or inappropriate use. I will report all damages or faults to an adult immediately.

I will carry only one device at a time around the school, make sure it is put away carefully and plugged into the charging case correctly.

I understand that the school can remove my ICT privileges if I do certain unacceptable things online, even if I'm not in school when I do them.

Signed (pupil):

Date:

Parent/carers 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/carers):

Date:

Appendix 2: Acceptable use agreement for staff, trustees, volunteers and visitors

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

Name of staff member/trustee/volunteer/visitor:

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

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the academy's reputation
- Use any improper language when communicating online, including in emails or other messaging services
- Accept invitations from children or young people to add me as a friend to their social networking sites, nor will I invite them to be friends on mine.

- Use personal digital cameras or camera phones for creating or transferring images of children and young people without the express permission of the school leadership team
- Install any unauthorised software, or connect unauthorised hardware or devices to the academy's network
- Share my password with others or log in to the academy's network using someone else's details
- Share confidential information about the academy, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the academy

I understand that all planning documents and associated materials, including those made personally, belong to the school. They must not be downloaded, used for financial gain, shared, or used elsewhere other than at Cleves School.

I understand that the academy can monitor the websites I visit and my use of the academy'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 academy's data protection policy.

I will ensure that I log off all apps and devices after my network session has finished.

I will let the designated safeguarding lead (DSL) and SLT 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 academy's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

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

Date:

Appendix 3: Facebook cheat sheet for staff

10 rules for school staff on Facebook

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 your pupils
6. Don't use social media sites during school hours
7. Don't make comments about your job, your colleagues, our school or your pupils online – once it's out there, it's out there
8. Don't associate yourself with the school on your profile (e.g. by setting it as your workplace, or by 'checking in' at a school event)
9. Don't link your work email address to your social media accounts. Anyone who has this address (or your personal email address/mobile number) is able to find you using this information

10. Consider uninstalling the Facebook app from your phone. The app recognises WIFI connections and makes friend suggestions based on who else uses the same WIFI connection (such as parents or pupils)

Check your privacy settings

Change the visibility of your posts and photos to 'Friends only', rather than 'Friends of friends'. Otherwise, pupils and their families may still be able to read your posts, see things you've shared and look at your pictures if they're friends with anybody on your contacts list

Don't forget to check your old posts and photos – go to 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 to find out how to do this

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

What to do if ...

A pupil adds you on social media

In the first instance, ignore and delete the request. Block the pupil from viewing your profile

Check your privacy settings again, and consider changing your display name or profile picture

If the pupil asks you about the friend request in person, tell them that you're not allowed to accept friend requests from pupils and that if they persist, you'll have to notify senior leadership and/or their parents/carers. If the pupil persists, take a screenshot of their request and any accompanying messages

Notify the senior leadership team or the headteacher about what's happening

A parent/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 pupil 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 4: Glossary of cyber security terminology

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

term	definition
Antivirus	Software designed to detect, stop and remove malicious software and viruses.
Breach	When your data, systems or networks are accessed or changed in a non-authorised way.
Cloud	Where you can store and access your resources (including data and software) via the internet, instead of locally on physical devices.
Cyber attack	An attempt to access, damage or disrupt your computer systems, networks or devices maliciously.
Cyber incident	Where the security of your system or service has been breached.
Cyber security	The protection of your devices, services and networks (and the information they contain) from theft or damage.
Download attack	Where malicious software or a virus is downloaded unintentionally onto a device without the user's knowledge or consent.
Firewall	Hardware or software that uses a defined rule set to constrain network traffic – this is to prevent unauthorised access to or from a network.

Hacker	Someone with some computer skills who uses them to break into computers, systems and networks.
Malware	Malicious software. This includes viruses, trojans or any code or content that can adversely impact individuals or organisations.
Patching	Updating firmware or software to improve security and/or enhance functionality.
Pentest	Short for penetration test. This is an authorised test of a computer network or system to look for security weaknesses.
Pharming	An attack on your computer network that means users are redirected to a wrong or illegitimate website even if they type in the right website address.
Phishing	Untargeted, mass emails sent to many people asking for sensitive information (such as bank details) or encouraging them to visit a fake website.
Ransomware	Malicious software that stops you from using your data or systems until you make a payment.
Social engineering	Manipulating people into giving information or carrying out specific actions that an attacker can use.
Spear-phishing	A more targeted form of phishing where an email is designed to look like it's from a person the recipient knows and/or trusts.
Trojan	A type of malware/virus designed to look like legitimate software that can be used to hack a victim's computer.

Two-factor/multi-factor authentication	Using 2 or more different components to verify a user's identity.
Virus	Programmes designed to self-replicate and infect legitimate software programs or systems.
Virtual private network (VPN)	An encrypted network which allows remote users to connect securely.
Whaling	Highly- targeted phishing attacks (where emails are made to look legitimate) aimed at senior people in an organisation.