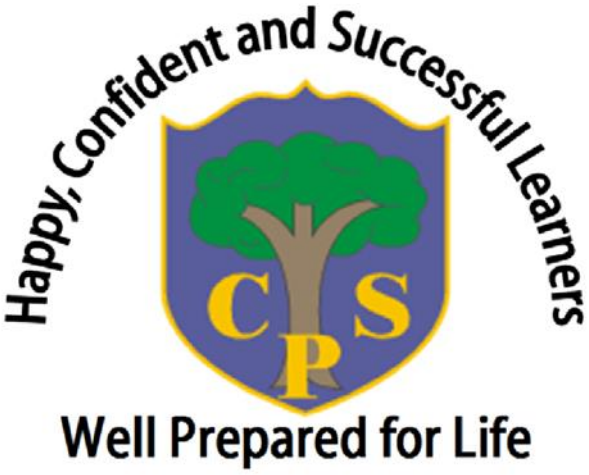

The Coppice Primary School Staff (and volunteer) ICT and internet Acceptable Use Policy

Written by	William Hutt/Dave Webster
Approved by Trustees	September 2026
Date for Review	September 2027

Contents:

1. Introduction and aims:

Information and communications technology (ICT) is an integral part of the way our school works, and is a critical resource for pupils, staff (including the senior leadership team), Trustees, 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 Trustees
- 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 Trustees, 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. Breaches of this policy may be dealt with under our Staff Code of Conduct Policy.

2. 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

3. Definitions:

- **ICT facilities:** all facilities, systems and services including, but not limited to, network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, software, websites, web applications or services, and any device system or service that may become available in the future which is provided as part of the school's ICT service
- **Users:** anyone authorised by the school to use the school's ICT facilities, including Trustees, staff, pupils, volunteers, contractors and visitors
- **Personal use:** any use or activity not directly related to the users' employment, study or purpose agreed by an authorised user
- **Authorised personnel:** employees authorised by the school to perform systems administration and/or monitoring of the ICT facilities
- **Materials:** files and data created using the school's ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites and blogs

See appendix 5 for a glossary of cyber security terminology.

4. Unacceptable use:

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

Unacceptable use of the school's ICT facilities includes:

- Using the school's ICT facilities to breach intellectual property rights or copyright
- Using the school's ICT facilities to bully or harass someone else, or to promote unlawful discrimination
- Breaching the school's policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Online gambling, inappropriate advertising, phishing and/or financial scams
- Accessing 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
- Using AI in a way that contravenes the school's Use of AI Policy. We are currently in consultation regarding our AI Policy and this will be published in due course.

This is not an exhaustive list. The school reserves the right to amend this list at any time. The Headteacher (or other member of the school's 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 school's ICT facilities.

4.1 Exceptions from unacceptable use

Where the use of school ICT facilities (on the school premises and/or remotely) is required for a purpose that would otherwise be considered an unacceptable use, exemptions to the policy may be granted at the Headteacher's discretion. Any person wishing to gain a legitimate exemption MUST discuss this in person with the Headteacher (or other member of Senior staff in their absence).

4.2 Sanctions

Pupils and staff who engage in any of the unacceptable activities listed above may face disciplinary action in line with the school's Behaviour and Staff Code of Conduct Policies.

Unacceptable use may also result in sanctions being applied e.g. revoking permission to use the school's systems.

This policy also links closely with the following policies:

-Behaviour Policy

-Staff Code of Conduct Policy

-Staff Disciplinary Policy

-Mobile Phone and Smart Technology Policy

5. Staff (including Trustees, volunteers, and contractors):

5.1 Access to school ICT facilities and materials

The school's School Business Manager: Dave Webster 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 School Business Manager: Dave Webster

5.1.1 Use of school-supplied equipment

School-issued devices (including laptops, tablets and other digital devices) are provided to staff for the purpose of supporting teaching, learning and the efficient running of the school. All school-supplied equipment remains the property of the school and staff must return the equipment at the end of employment, or when it is no longer required. Staff must:

- Use equipment and devices primarily for school purposes and in line with the school's policies on safeguarding, data protection and confidentiality
- Store devices securely when not in use, particularly when travelling. Devices should not be left unattended in public places or in unsecured locations
- Be actively aware of data security and confidentiality and follow best practice when accessing the equipment away from school. E.g. when travelling on public transport, be aware that other passengers may be able to read any documents displayed on the screen of your device
- Lock devices with a password when unattended. Passwords must:
  - Not be shared with others and must be changed regularly
  - Be suitably strong, in accordance with the school's password policy (see section 8.1)
  - Not be reused across multiple accounts
- Update software, operating systems and applications when prompted, or as directed by the School Business Manager or member of the Chesnut IT Team (the company whom the school employs to manage our IT network and infrastructure).
- Connect to the school network using approved and secure methods. When connecting to wi-fi networks outside of the school, staff must ensure connections are secure and avoid transmitting sensitive data over public or unsecured networks
- Report any loss, theft, damage or compromise of a school device promptly to the School Business Manager: Dave Webster, Designated safeguarding Lead: Billy Hutt and Data Protection Officer: Karen White.

5.1.2 Use of phones and email

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

This email account should be used for work purposes only.

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

Staff must not share their personal email addresses with Parents/Carers and pupils, and must not send any work-related materials using their personal email account.

Staff must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.

Email messages are required to be disclosed in legal proceedings or in response to subject access requests from individuals under the UK GDPR and 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 using a strong, state-of-the-art encryption standard 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 Data Protection Officer: Karen White immediately and follow our data breach procedure.

Staff must not give their personal phone number(s) to Parents/Carers or pupils. In circumstances where staff are provided with phones, these staff must use the phones provided by the school to conduct all work-related business.

School phones must not be used for personal matters.

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

5.2 Personal use

Staff are permitted to occasionally use school ICT facilities for personal use, subject to certain conditions set out below. This permission must not be overused or abused. The Headteacher: Billy Hutt or School Business Manager: Dave Webster 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 with pupils or in staff meetings
- Does not constitute 'unacceptable use', as defined in section 4
- Takes place when no pupils are present. This use must therefore be conducted in the staffroom or school PPA area.
- 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 Policy: Mobile Phone Policy

Staff may not store any school-related data on personal devices, on cloud storage or on personal removable storage devices.

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 and use of email (see section 5.1.2) 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 and has sufficient privacy settings enabled.

5.4 School social media accounts

The school has an official Facebook page and an Instagram account, both of which are managed by our Social Media Lead. 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 can and cannot be posted on its social media accounts. Those who are authorised to manage the account must ensure they abide by these guidelines at all times.

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

To comply with Department for Education (DfE) guidance on meeting digital and technology standards, and 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 school uses both Smoothwall tand SENSO to filter and monitor use of its ICT facilities and network.

The school reserves the right to retrieve the contents of email messages or to check internet usage (including pages visited and searches made) as reasonably necessary in the interests of the school, including for the following purposes:

- To monitor whether the use of the email system or the internet is legitimate and in accordance with this policy
- To find lost messages or retrieve messages lost due to computer failure
- To help in the investigation of alleged wrongdoing
- To comply with any legal obligation

The list above is not exhaustive.

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 Board of Trustees 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): Billy Hutt 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.

We will ask Staff, Trustees and Visitors to sign the agreement in appendix 3.

6. Pupils:

6.1 Pupils' access to school-owned ICT facilities and devices (including school-loaned equipment).

- Computers and equipment in the school's ICT suite are available to pupils only under the supervision of staff.
- Email addresses and passwords are provided to pupils, for educational purposes only. Pupils must not share their passwords with others, or use their email account to share or download files.
- Some children are also loaned school devices to use at home to support their learning. These are monitored using our Senso monitoring system, and the internet filtered using Smoothwall when in school.
- 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 by using the following URL: www.coppice.worcs.sch.uk
- All pupils' digital activity is filtered, monitored, captured and recorded when using the school's ICT systems and this helps protect them from harm. As such, all pupils' digital activity must be closely supervised and only on devices that are managed by the school.
- All pupils must follow a rigorous and up-to-date Online Safety scheme of work and teaching staff are responsible for ensuring its delivery. Please refer to our Online Safety Policy and Computing Policy
- Only Year 6 and Year 5 pupils are allowed to bring personal mobile phones into school as in line with our Pupil School Mobile Phone Policy. They must be switched off and stored in a secure location and handed in at the start of the day and returned at the end. They can never be used to access the school network or internet.
- Pupils must never intentionally seek offensive material on the internet. Any transgression should be reported to the DSL and the evidence recorded as below. Any incident will be treated through the school's Behaviour Management system.
- Every reasonable step has to be taken to prevent exposure of children to undesirable materials on digital devices or the internet. It is recognised that this can happen not only through deliberate searching for such materials, but also unintentionally when a justifiable internet search yields unexpected results.
- We will ask Pupils (KS2) to sign the agreement in appendix 2

6.2. Search and deletion of Pupils Online Activity

Under the Education Act 2011, and in line with the Department for Education's guidance on searching, screening and confiscation, the school has the right to search pupils' phones, computers or other devices for pornographic images or any other data or items banned under school rules or legislation.

The school can, and will, delete files and data found on searched devices if we believe the data or file has been, or could be, used to disrupt teaching or break the school's rules.

Staff members may also confiscate devices for evidence to hand to the police, if a pupil discloses that they are being abused and that this abuse contains an online element.

6.3 Unacceptable use of ICT and the internet outside of school

The school will always contact Parents and Carers immediately should they become aware of any of a pupil engaging in any of the behaviours listed below (even if they are not on school premises) and meet them face-to-face. We will also consider whether sanctions, in line with our Behaviour Policy are appropriate. For behaviours judged sufficiently serious, we will pass the matter straight to the police to investigate, and or refer the case to Children's Services (Family Front Door)

- Using ICT or the internet to breach intellectual property rights or copyright
- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Breaching the school's policies or procedures
- Any illegal conduct, or making statements which are deemed to be advocating illegal activity
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Consensual or non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth produced sexual imagery)
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Sharing confidential information about the school, other pupils, or other members of the school community
- Gaining or attempting to gain access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities
- Causing intentional damage to the school's ICT facilities or materials
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user and/or those they share it with are not supposed to have access, or without authorisation
- Using inappropriate or offensive language
- Inappropriate use of artificial intelligence (AI). We are currently in consultation regarding our AI Policy and this will be published in due course.

Pupils over the age of 10 can be held criminally responsible for any serious breaches of the Online Safety Act (2023) in the same way as adults, which cover:

- encouraging or assisting serious self-harm
- cyberflashing
- sending false information intended to cause non-trivial harm

- threatening communications
- intimate image abuse
- epilepsy trolling

The school will support any criminal investigation as and when required.

7. Parents/Carers:

7.1 Access to ICT facilities and materials

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

However, Parents/Carers working for, or with, the school in an official capacity (for instance, as a volunteer or as a member of the PTA) may be granted an appropriate level of access, or be permitted to use the school's facilities at the headteacher's discretion.

Where Parents/Carers are granted access in this way, they must abide by this policy.

7.2 Communicating with or about the school online

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

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

We will ask Parents/Carers to sign the agreement in appendix 1

7.3 Communicating with Parents/Carers about pupil activity

Where appropriate, the school will ensure that Parents and Carers are made aware of any online activity that their children are being asked to carry out.

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

8. Filtering. Monitoring and Data security:

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

8.1 Filtering and Monitoring Systems

Keeping Children Safe in Education (KCSIE) expects all our ICT users to understand the expectations, roles and responsibilities around filtering and monitoring systems as part of their online safety training

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

We have Smoothwall and SENSO filtering and monitoring systems at The Coppice. The Smoothwall will usually block websites/content etc that we don't want to come into school and SENSO will pick up (in great detail) any words, phrases or content that potentially might be an issue that stem from all devices used in school. The Computing and IT Lead and Head/ DSL will then deal with these to assess if there is a problem or not and what action needs to be taken.

Despite the above, filtering and monitoring systems are never perfect. For example, they might:

- Not recognise or be aware of every harmful website out there.
- Block access or raise alerts about websites that are okay to use, or are needed for teaching and learning

The above is why we all must stay alert and know when to report any safeguarding or technical concerns. Any concerns need to be reported to either the Computing & IT lead or any of the safeguarding team.

8.2. Security and Protection

The school is responsible for making sure it has the appropriate level of security protection and procedures in place. It therefore takes steps to protect the security of its computing resources, data and user accounts. However, the school cannot guarantee security. Staff, pupils, parents and others who use the school's ICT facilities should use safe computing practices at all times.

8.3 Passwords

All users of the school's ICT facilities should set strong passwords for their accounts and keep these passwords secure.

Users are responsible for the security of their passwords and accounts, and for setting permissions for accounts and files they control. You must keep these passwords confidential and change them regularly.

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.

Teachers will generate passwords for pupils using the required password manager or generator and keep these in a secure location in case pupils lose or forget their passwords.

8.2 Software updates, firewalls and anti-virus software

All of the school's ICT devices that support software updates, security updates and anti-virus products will have these installed, and be configured to perform such updates regularly or automatically.

Users should not delete, destroy or modify existing systems, programs, information or data. Users must not download or install software from external sources without authorisation from the Chesnut IT Team, Headteacher or School Business Manager.

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 incoming files should always be virus-checked by the before they are downloaded.

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

8.3 Data protection

All personal data must be processed and stored in line with data protection regulations and the school's data protection policy: GDPR and Data Protection Policy

8.4 Access to facilities and materials

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

These access rights are managed by Chesnut Infrastructure Engineers.

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's Business Manager or Computing Lead immediately.

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

8.5 Encryption

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

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

Use of such personal devices will only be authorised if the devices have appropriate levels of security and encryption, as defined by the Chesnut Infrastructure Engineers.

9. Protection from cyber attacks:

Please see the glossary (appendix 5) to help you understand cyber security terminology.

The school will:

- Work with Trustees, the Computing Lead and Chesnut Infrastructure to make sure cyber security is given the time and resources it needs to make the school secure
- Provide annual cyber security training (via National College) for all users, including staff, pupils and Trustees (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:
  - The methods hackers use for tricking people into disclosing personal information, including phishing
  - Online safety and password security
  - Social engineering, including not using websites that host unsuitable material, and could also contain malware and viruses
  - The physical security of devices, for example not leaving a laptop unlocked and unattended
  - The risks of using removable storage media, such as USBs
  - Multi-factor authentication
  - How and when to report a cyber incident or attack
  - How and when to report a data breach
  - Data protection for all staff. Staff who are exposed to higher-risk data will have more frequent training
  - How to check the sender address in an email
  - How to respond to a request for bank details, personal information or login details

- How to 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 (such as 360 degree safe) 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 overnight at least once a day (it can be automatic)] and store these backups offsite on cloud-based backup systems that aren't connected to the school network.
- Delegate specific responsibility for maintaining the security of our management information system (MIS) to our ICT Service Providers, School Business Manager and Computing Lead.
- Make sure staff Store passwords securely.
- 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
- Make sure all necessary firewalls are in place and switched on (and that all areas of the network are secured effectively)
- Make sure effective cyber breach prevention measures and processes are in place, e.g. endpoint detection and response systems
- 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 (or a similarly effective and recognised) certification
- Develop, review and test an incident response plan with the ICT Lead 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 annually and after a significant event has occurred, using the NCSC's 'Exercise in a Box'
- Work with the Local Authority to see what it can offer the school regarding cyber security, such as advice on which service providers to use or assistance with procurement
- Conduct a cyber risk assessment at least annually, and revisit it every term, or after a significant event has occurred
- Appoint a digital lead (from the senior leadership team) to oversee cyber risk assessment

10. Internet access:

The school wireless internet connection is secured and protected with a Smoothwall firewall. Staff must not give the Wi-Fi password to anyone who is not authorised to have it. Doing so could result in disciplinary action.

10.1 Pupils

Our pupils only have access to school wi-fi when using chromebooks for learning purposes only, and always under the supervision of a teacher. These can be accessed in classrooms. Each child has a class log-in to gain access and the devices are subject to the same Smoothwall and SENSO filtering and monitoring systems that the wider school system are. Pupil use is monitored by the Headteacher.

10.2 Parents/Carers and visitors

Parents/Carers and visitors to the school will not be permitted to use the school's WiFi unless specific authorisation is granted by the Headteacher.

The Headteacher will only grant authorisation if:

- Parents/Carers are working with the school in an official capacity (e.g. as a volunteer or as a member of the PTA)
- 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)
- Other visitors to the school e.g. Ofsted or staff delivering training.

Staff must not give the WiFi password to anyone who is not authorised to have it. Doing so could result in disciplinary action.

11. Monitoring and review:

The Headteacher, School Business Manager and Computing Lead monitor the implementation of this policy, including ensuring it is updated to reflect the needs and circumstances of the school. This policy will be reviewed and approved annually by The Coppice Board of Trustees.

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
- Remote education
- Mobile phone usage
- Artificial Intelligence (AI)

13.Agreement:

I have read and understand the above policy and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out work related to the school) within these guidelines.

Staff/Volunteer Name: _____

Signed: _____

Date: _____

14. Data Protection Statement:

The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

All data will be handled in accordance with the school's GDPR Data Protection Policy.

Name of policy	Content	Reason for policy	Who does it relate to?	Where is it stored?
ICT Acceptable Usage Policy	Detailing how we use ICT within School to ensure compliance with Safeguarding regulations	Statutory requirement	Everybody	Secure Network Drive

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		√

Appendix 1: Acceptable use of the internet: agreement for Parents and Carers

Acceptable use of the internet: agreement for Parentsand Carers	
Name of parent/carer: **Name of child:**	
Online channels are an important way for Parents/Carers to communicate with, or about, our school. The school uses the following channels: • Our official Facebook and Instagram pages • Our official Reach More Parents App • Email/text for Parents and Carers • Our Virtual Learning Platform Parents/Carers also set up independent channels to help them stay on top of what's happening in their child's class. For example, class/year Facebook groups, email groups, or chats (through apps such as WhatsApp).	
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 As per the school's Code of Conduct for Parents and Carers, I will not: • Use private groups, the school's Facebook page, 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, the school's Facebook page, or personal social media to complain about, or try to resolve, a school-related 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 2: Acceptable use agreement for Pupils

<table>
<tr><th colspan="2">Acceptable use of the school's ICT facilities and internet:
agreement for pupils and Parents/Carers</th></tr>
<tr><td colspan="2">Name of pupil:</td></tr>
<tr><td colspan="2">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 inappropriate photos or videos of other people (including me).
Share my password with others or log in using someone else's name or password
Bully other people
Use artificial intelligence (AI) chatbots, such as ChatGPT or Google Gemini, 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 via their Smoothwall and SENSO filtering and monitoring systems. 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.</td></tr>
<tr><td>Signed (pupil):</td><td>Date:</td></tr>
<tr><td colspan="2">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.</td></tr>
<tr><td>Signed (parent/carer):</td><td>Date:</td></tr>
</table>

Appendix 3: 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/governor/volunteer/visitor:	
When using the school's ICT facilities and accessing the internet in school, or outside school on a work device, I will not: • Access, or attempt to access any illegal or 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 • Use AI chatbots for school work without express permission of the Headteacher	
I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems via its Smoothwall and SENSO filtering and monitoring 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 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. Many of these terms are from the National Cyber Security Centre (NCSC) glossary.

TERM	DEFINITION
Antivirus	Software designed to detect, stop and remove viruses and other kinds of malicious software.
Breach	When your data, computer systems or networks are accessed or affected without authorisation.
Cloud	An on-demand, massively scalable service, hosted on a shared infrastructure 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	Any event that threatens the confidentiality, integrity, or availability of data within your computer network, or where the security of your system or service has otherwise been breached.
Cyber security	The protection of your devices, services and networks (and the information they contain) from unauthorised 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 who uses their technology skills to gain unauthorised access to computers, systems and networks.
Malware	Malicious software. Any kind of software that can damage computer systems, networks or devices, which includes viruses, trojans or any code or content that is harmful.

TERM	DEFINITION
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 with the end aim of fixing them.
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 or text messages sent to many people asking for sensitive information (such as bank details or passwords) or encouraging them to visit a fake website.
Ransomware	Malicious software that stops you from using your data or systems, usually by encrypting your files, until you make a payment (a ransom) for decryption.
Social engineering	Manipulating people into giving information or carrying out specific actions that's of use to an attacker.
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.