



ACCEPTABLE USE OF ICT POLICY

Status	Current	Approval	FGB
Review frequency	Annually	Author (role)	Headteacher
Date first written	May 2026	Date last approved	
Date of next review	May 2027	Date withdrawn	N/A

General Policy Statement

This policy sets out the acceptable use of all ICT and electronic communication systems owned, managed, or provided by Foxhills Federation (Foxhills Infants and Juniors).

It applies to all staff, governors, volunteers, agency staff, contractors, and any other adults working on behalf of the school.

This policy covers the use of all school ICT resources, including but not limited to:

- Computers
- Laptops
- Tablets
- mobile devices
- telephones
- email systems
- the internet
- the LA intranet
- virtual learning environments (VLEs)
- social networking platforms
- instant messaging services
- camera and recording equipment.

Objectives of the Policy

The purpose of this policy is to:

- Confirm the school's expectations for the safe, professional, and lawful use of ICT
- Enable staff to gain maximum benefit from ICT resources to support teaching, learning, and operational duties
- Protect pupils, staff, and the school from safeguarding risks and legal liabilities
- Clearly communicate what constitutes acceptable and unacceptable use of ICT systems and equipment

Access to ICT Systems

Access to ICT resources, including email and internet services, is provided to staff where required to undertake their professional duties.

The school reserves the right to:

- Restrict or remove access to ICT systems where this is necessary for safeguarding, security, or operational reasons
- Grant different levels of access depending on job role and responsibilities

All users are responsible for ensuring they use school ICT systems in a secure and appropriate manner.

Acceptable Use

School ICT resources must be used primarily for professional purposes. Users must ensure that all use is appropriate, lawful, and in line with the professional standards expected of adults working with children.

The following activities are strictly prohibited:

- Sending, receiving, or sharing confidential school information without authorisation
- Presenting personal opinions or views in emails or online communications as if they were the views of the school
- Accessing, viewing, downloading, or distributing pornographic, offensive, or inappropriate material
- Using ICT systems for any activity that may be regarded as defamatory, derogatory, abusive, or offensive, whether internally or externally
- Using school systems to harass, intimidate, or bully others

Such actions may be considered gross misconduct and may result in disciplinary action, including dismissal, following appropriate investigation.

If staff are unsure whether a particular use of ICT is appropriate, advice should be sought from the Headteacher or a member of the senior leadership team.

Personal and Private Use

Limited personal use of school ICT equipment may be permitted where this:

- Takes place outside of directed working time
- Does not interfere with professional duties
- Does not incur additional cost to the school
- Does not compromise safeguarding, security, or the reputation of the school

Staff are reminded that inappropriate use of personal ICT devices (including social media use outside of school) may have employment implications, if such use becomes known and is inconsistent with the expectations of adults working with children and young people.

Security and Confidentiality

All users must:

- Keep passwords secure and confidential
- Use passwords that cannot be easily guessed (e.g. not names, hobbies, or addresses)
- Never access or use another person's account or allow others to use their account

Passwords must not be shared unless explicitly authorised in writing by the Headteacher.

Only approved software and downloads may be installed on school equipment. Users must not download, upload, or store unauthorised material on school systems or devices.

Monitoring

To ensure the effective operation of ICT systems and compliance with this policy, the school reserves the right to monitor:

- Email and internet usage
- Access to systems and files
- Use of school devices and networks

Monitoring will be carried out in accordance with relevant legislation and with due regard to privacy and proportionality.

Whistleblowing and Cyberbullying

Staff are encouraged to report any suspected misuse or abuse of ICT systems, including concerns relating to:

- Safeguarding
- Data protection
- Inappropriate online behaviour
- Cyberbullying

Concerns should be reported in line with the school's Whistleblowing and Safeguarding policies. Staff who raise genuine concerns will be supported and protected from victimisation.

Staff experiencing cyberbullying are encouraged to report incidents to the Headteacher or senior leadership team without delay.

Declaration and Signature

All staff and adults working in school must read this policy and sign the declaration below. A signed copy will be retained on the individual's personnel file, and the policy will be shared as part of the induction process for new staff.

Declaration

I have read, understood, and agree to comply with the ICT Acceptable Use Policy and associated guidance. I understand that failure to follow this policy may result in disciplinary action.

Signed: _____

Name (printed): _____

Role: _____

Date: _____