



Tutshill C Of E Primary School



Woolaston Primary School

Forest Edge Federation

Governing Board

Acceptable Use Policy

Signed: _____
Chair of the Governing Board

Date: February 2023

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1.0 Purpose of this policy

- To educate pupils about e- safety issues and appropriate behaviours so that they remain safe and legal online.
- To help pupils to develop critical thinking skills to reflect and enable them to keep themselves safe.
- To keep any personal data and information secure.
- To minimise the risks of handling sensitive information.

2.0 Scope of the Policy

This policy applies to all members of our school community (including staff, pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems.

The Education and Inspections Act 2006 empowers Executive Headteachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy. This policy has also been cross referenced to Annex C of Keeping Children Safe in Education 2020.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of school.

3.0 Roles and Responsibilities

The following section outlines the acceptable use roles and responsibilities of individuals and groups within the schools.

3.1 Governors:

Governors are responsible for the approval of the Acceptable Use Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about e-safety incidents and monitoring reports. A member of the Governing Board has taken on the role of Safeguarding governor (which includes E-Safety). This role will include:

- supporting the school to developing a whole school approach to online safety
- regular monitoring of e-safety incident logs
- Ensure the schools have appropriate filters and monitoring systems in place
- reporting to relevant Governors

3.2 Executive Headteacher and Senior Leaders:

- The Executive Headteacher has a duty of care for ensuring the safety (including e-safety) of members of the school community.
- The Executive Headteacher and Senior Leadership Teams should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff. (see flow chart on dealing with e-safety incidents – included in a later section – “Responding to incidents of misuse” and relevant Local Authority HR disciplinary procedures).
- The Executive Headteacher is responsible for ensuring that staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.

3.3 Executive Headteacher/ICT Coordinators:

- Takes day to day responsibility for acceptable use issues and have a leading role in establishing and reviewing the schools' policies / documents

- ensures that all staff are aware of the procedures that need to be followed in the event of an acceptable use incident taking place.
- provides training and advice for staff
- liaises with the Local Authority and Local Authority technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future acceptable use developments,
- meets regularly with the Safeguarding governor to discuss current issues, review incident logs and filtering control logs
- attends relevant meetings
- reports regularly to Senior Leadership Teams.

3.4 In conjunction with the LA Hardware Support Team:

The Executive Head teacher is responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets required e-safety technical requirements and any Local Authority Acceptable Use Policy / Guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- that they keep up to date with e-safety technical information in order to effectively carry out their acceptable use role and to inform and update others as relevant
- that the use of the network / internet / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Executive Headteacher for investigation
- that monitoring software / systems are implemented and updated as agreed in school policies.

3.5 Teaching and Support Staff

Staff are responsible for ensuring that:

- they have an up-to-date awareness of e-safety matters and of the current school acceptable use policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy / Agreement (AUP)
- they report any suspected misuse or problem to the Executive Headteacher for investigation
- all digital communications with pupils / parents / carers should be on a professional level and only carried out using official school systems
- e-safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the acceptable use policies
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

3.6 Designated Safeguarding Leaders:

DSLs should be trained in e-safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming

- cyber-bullying

3.7 Pupils:

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Policy
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's Acceptable Use Policy covers their actions out of school, if related to their membership of the school

3.8 Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The schools will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website / local e-safety campaigns / literature. Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use of digital and video images taken at school events.

3.9 Community Users

Community Users who access school systems as part of the wider school provision will be expected to sign a Community User AUA before being provided with access to school systems.

4.0 Policy Statements

4.1 Education –pupils

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm. Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in e-safety is therefore an essential part of the school's acceptable use provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience. The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- contact: being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned e-safety curriculum should be provided as part of Computing / PHSE / other lessons and should be regularly revisited
- Key e-safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff should act as good role models in their use of digital technologies the internet and mobile devices
- in lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.

Resources that could support e-safety teaching include:

- [Be Internet Legends](#) developed by Parent Zone and Google is a free internet safety curriculum with PSHE accredited lesson plans and teaching resources for Key Stage 2 pupils
- [Disrespectnobody](#) is Home Office advice and includes resources on healthy relationships, including sexting and pornography
- [Education for a connected world](#) framework from the UK Council for Internet Safety supports the development of the curriculum and is of particular relevance to RSHE education and Computing. It is designed, however, to be usable across the curriculum and beyond (covering early years through to age 18) and to be central to a whole school or college approach to safeguarding and online safety.
- [PSHE association](#) provides guidance to schools on developing their PSHE curriculum
- [Teaching online safety in school](#) is departmental guidance outlining how schools can ensure their pupils understand how to stay safe and behave online as part of existing curriculum requirements
- [Thinkuknow](#) is the National Crime Agency/CEOPs education programme with age specific resources
- [UK Safer Internet Centre](#) developed guidance and resources that can help with the teaching of the online safety component of the Computing Curriculum.

4.2 Education – parents / carers

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site
- Parents / Carers evenings / sessions
- High profile events / campaigns e.g. Safer Internet Day
- Reference to the relevant web sites / publications e.g. www.swgfl.org.uk
www.saferinternet.org.uk/ <http://www.childnet.com/parents-and-carers>

4.3 Remote Learning

Where children are being asked to learn online at home guidance and advice has been provided to support schools to do so safely [safeguarding-and-remote-education](#)

The platforms used for remote learning (Class Dojo and Teams) are suitable for the children's age group, stage of development and ability and school accounts must be set up using a school email. During Teams meetings a parent must be present at all times and failure to adhere to this will result in the pupil having to leave the session. Any contact made by staff to parents via telephone must be made during school hours and using the school telephone. Staff must report any welfare concerns to the Executive Headteacher or deputy Headteacher.

5.0 Education & Training

5.1 Staff / Volunteers

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal e-safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the e-safety training needs of all staff will be carried out regularly.
- All new staff should receive acceptable use training as part of their induction programme, ensuring that they fully understand the school's acceptable use policy and acceptable use agreements.
- The Head teacher will receive updates through attendance at external training events (eg from SWGfL / LA / other relevant organisations) and by reviewing guidance documents released by relevant organisations.
- This acceptable use policy and its updates will be presented to and discussed by staff in staff meetings.
- The Head teacher will provide advice / guidance / training to individuals as required.

5.2 Training – Governors

Governors should take part in e-safety training / awareness sessions, with particular importance for those who are members of any sub-committee / group involved in technology / e-safety / health and safety / child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / or other relevant organisation (eg SWGfL).
- Participation in school training / information sessions for staff or parents (this may include attendance at assemblies / lessons).

6.0 Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their acceptable use responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements (these may be outlined in Local Authority / other relevant body policy and guidance).
- There will be regular reviews and audits of the safety and security of school technical systems.
- Servers, wireless systems and cabling must be securely located and physical access restricted.
- All users will have clearly defined access rights to school technical systems and devices.
- The "master / administrator" passwords for the school ICT system, used by the Network Manager must also be available to the Executive Headteacher or other nominated senior leader and kept in a secure place (eg school safe).

- The Executive Headteacher in conjunction with the LA Hardware support team is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations.
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored. There is a clear process in place to deal with requests for filtering changes (see appendix for more details).
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.
- A student login is available for the provision of temporary access of “guests” (eg trainee teachers, supply teachers) onto the school systems.
- An agreed policy is in place (to be described) regarding the use of removable media (e.g. memory sticks / CDs / DVDs) by users on school devices. Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured. (see School Personal Data Policy Template in the appendix for further detail)

7.0 Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students / pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and students / pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.
- In accordance with guidance from the Information Commissioner’s Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone’s privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils’ full names will not be used anywhere on a website or blog, particularly in association with photographs.

- Permission from parents or carers will be obtained before photographs of pupils are published on the school website or Twitter or displayed in school.

8.0 Data Protection

Personal data will be recorded, processed, transferred and made available according to the General Data Protection Act 2018 which states that personal data must be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Any breaches of GDPR regulations will be reported to the relevant agencies as soon as the school is aware.

The school must ensure that:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.
- All personal data will be fairly obtained in accordance with the “Privacy Notice” and lawfully processed in accordance with the “Conditions for Processing”. (see Privacy Notice section in the appendix)
- It complies with General Data Protection Policy (see appendix for template policy)

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly “logged-off” at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

9.0 Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

	Staff and other adults				Pupils			
Communication Technologies	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school	X	X			X	X	x	
Use of mobile phones in lessons		X	X					x
Use of mobile phones in social time	x				x			x
Taking photos on mobile phones / cameras				x				x
Use of other mobile devices eg tablets, gaming devices				x				x
Use of personal email addresses in school, or on school network				x				
Use of school email for personal emails				x				x
Use of messaging apps		X						X
Use of social media		X						X
Use of blogs		x						x

When using communication technologies, the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school systems (e.g., by remote access).
- **Users must immediately report to the Head teacher – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.**
- Any digital communication between staff and pupils or parents / carers (email etc.) must be professional in tone and content. These communications may only take place on official school systems. Personal email addresses, text messaging or social media must not be used for these communications.
- Whole class email addresses may be used at KS1 and KS2 for educational use.
- Pupils should be taught about e-safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

10.0 Social Media - Protecting Professional Identity

All schools have a duty of care to provide a safe learning environment for pupils and staff. Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- No reference should be made in social media to pupils, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

The school's use of social media for professional purposes will be checked regularly by the Executive Headteacher.

11.0 Unsuitable / inappropriate activities

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts usage as follows:

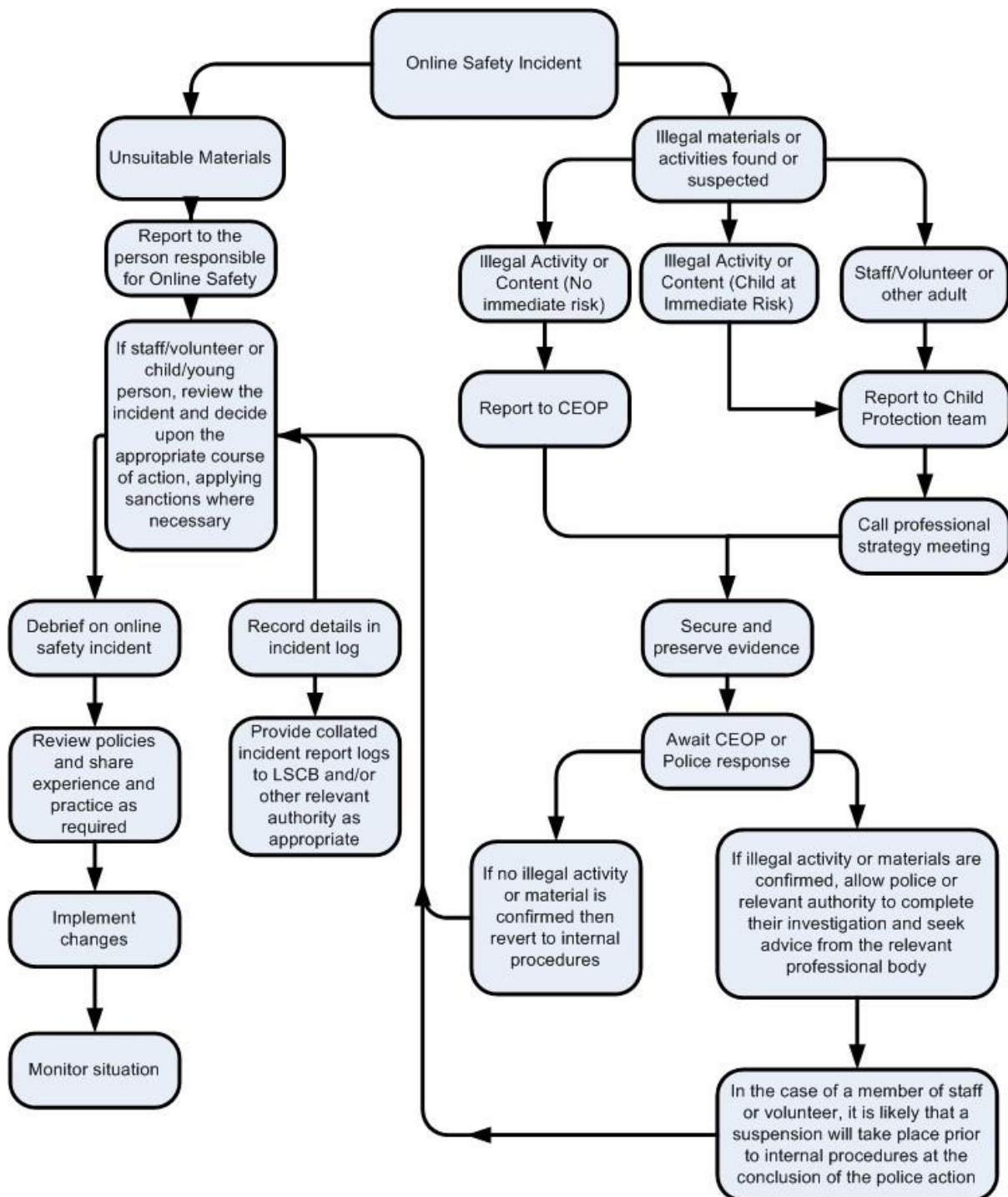
User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	pornography				X	
	promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy					X	
Infringing copyright					X	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)					X	
Creating or propagating computer viruses or other harmful files					X	
On-line gaming (educational)			X	X		
On-line gaming (non-educational)					X	
On-line gambling					X	
On-line shopping / commerce				X		
File sharing				X		
Use of social media				X		
Use of messaging apps			X	X		
Use of video broadcasting eg YouTube			X	X		

12.0 Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see “User Actions” above).

13.0 Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



14.0 Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary, can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
 - Internal response or discipline procedures
 - Involvement by Local Authority or national / local organisation (as relevant).
 - Police involvement and/or action
- **If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:**
 - incidents of 'grooming' behaviour
 - the sending of obscene materials to a child
 - adult material which potentially breaches the Obscene Publications Act
 - criminally racist material
 - other criminal conduct, activity or materials
- **Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.**

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

15.0 School Actions & Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows.

Students / Pupils

Incidents:	Refer to class teacher	Refer to SLT	Refer to Executive HT	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).			X	X	X	X	X	X	X
Unauthorised use of non-educational sites during lessons	X		X		X	X			
Unauthorised / inappropriate use of mobile phone / digital camera / other mobile device	X		X			X		X	X
Unauthorised use of social media / messaging apps / personal email			X			X		X	X
Unauthorised downloading or uploading of files			X			X	X	X	X
Allowing others to access school network by sharing username and passwords			X				X	X	X
Attempting to access or accessing the school network, using another pupil's account	X					X	X		
Attempting to access or accessing the school network, using the account of a member of staff			X				X	X	
Corrupting or destroying the data of other users			X				X	X	X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature			X	X		X	X	X	X
Continued infringements of the above, following previous warnings or sanctions			X			X	X	X	X
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school			X			X	X	X	X
Accidentally accessing offensive or pornographic material and failing to report the incident	X				X			X	
Deliberately accessing or trying to access offensive or pornographic material			X		X	X	X	X	X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act			X		X			X	X

Staff

Incidents:	Refer to Executive HT	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	X	X	X	X	X	X	X
Inappropriate personal use of the internet / social media / personal email	X				X	X	X
Unauthorised downloading or uploading of files	X				X	X	X
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	X				X	X	X
Careless use of personal data eg holding or transferring data in an insecure manner	X						
Deliberate actions to breach data protection or network security rules	X				X	X	X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	X		X		X	X	X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X				X	X	X
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils	X	X	X		X	X	X
Actions which could compromise the staff member's professional standing	X						
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	X	X			X	X	X
Using proxy sites or other means to subvert the school's filtering system	X				X		
Accidentally accessing offensive or pornographic material and failing to report the incident	X				X		
Deliberately accessing or trying to access offensive or pornographic material	X	X			X	X	X
Breaching copyright or licensing regulations	X						
Continued infringements of the above, following previous warnings or sanctions	X	X	X		X	X	X