



The Flourish Federation

Acceptable Use of Technology Policy

Ratified	15 th July 2026	Review	July 2027
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1. Purpose

Digital technology is an important part of teaching, learning, communication and the effective operation of The Flourish Federation. The Federation is committed to enabling appropriate access to technology while safeguarding pupils, staff and the wider school community.

This policy has been developed by The Flourish Federation and is reviewed annually, or sooner where changes to legislation, statutory guidance, technology or safeguarding practice require. The Federation may seek the views of staff, pupils, parents, governors and other stakeholders where this will support the effective development of online safety practice.

This policy establishes the standards of conduct expected when using:

- Federation-owned or provided devices;
- Federation networks, internet connections and information systems;
- Federation email accounts, communication platforms and cloud services;
- personal devices used for authorised Federation purposes; and
- digital technology used in connection with Federation business, whether on or off site.

The purpose of this policy is to:

- promote safe, responsible, lawful and professional use of technology;
- protect pupils, staff and other members of the Federation community from online and technology-related harm;
- protect the confidentiality, integrity and security of Federation information and systems;
- clarify the acceptable and unacceptable use of devices, networks, accounts and online services;
- ensure that technology is used in accordance with safeguarding, data protection, copyright and professional conduct requirements; and
- establish clear expectations for reporting concerns, mistakes, suspected security incidents and breaches of this policy.

Access to Federation technology is provided for legitimate educational, professional and operational purposes. It must not be used in a way that compromises safeguarding, confidentiality, security, professional standards or the reputation of the Federation.



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2. Scope

This policy applies to:

- all employees, including teaching and support staff;
- headteachers and members of the Federation leadership teams;
- governors;
- agency and temporary staff;
- contractors, consultants and external service providers;
- volunteers, students and visitors;
- all employees of Flourish Food;
- pupils; and
- parents and carers when accessing Federation-provided systems, accounts or platforms.

The requirements of this policy apply:

- on Federation premises;
- during educational visits, residential visits and off-site activities;
- when working remotely or from home;
- when using Federation-provided devices or accounts away from school;
- when using a personal device for authorised Federation business; and
- whenever the use of technology may affect the safeguarding, security, confidentiality, operation or reputation of the Federation.

Different expectations may apply according to a user's role, age and level of access. These are set out within the relevant acceptable use agreements accompanying this policy.

3. Relationship with Other Policies

This policy should be read alongside the Federation's:

- Online Safety Policy
- Whistleblowing Policy
- AI Policy: Safe, Ethical and Professional Use of Artificial Intelligence
- Child Protection Policy
- Data Protection Policy



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- Staff Code of Conduct
- Dignity at Work Policy
- Behaviour Policy
- Anti-Bullying Policy
- Staff Communication Policy
- Disciplinary Policy (staff)
- Allegations of Abuse Against Staff Policy/Procedures
- Information Security Incident Response Procedures (where applicable)
- Data Breach Procedures

The Online Safety Policy sets out the Federation's strategic and safeguarding approach to online safety, including education, filtering and monitoring, and responses to online harm.

This Acceptable Use of Technology Policy sets out the practical standards of conduct expected of individuals when using technology.

The AI Policy contains the detailed requirements governing the use of artificial intelligence and generative AI. All use of AI for Federation purposes must comply with that policy. Where there is any inconsistency, the more restrictive safeguarding, confidentiality or data protection requirement will apply.

4. Roles and Responsibilities

Governing Body

The Governing Body is responsible for:

- ensuring appropriate policies are in place to promote the safe, lawful and effective use of technology;
- providing strategic oversight of online safety, filtering and monitoring arrangements; and
- ensuring that appropriate resources are available to support the secure use of technology across the Federation.

Headteachers

The Headteachers are responsible for:



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- implementing this policy across the Federation;
- ensuring staff understand and comply with the expectations contained within this policy;
- ensuring appropriate technical, organisational and safeguarding measures are in place;
- responding appropriately to breaches of this policy; and
- ensuring technology supports teaching, learning and the safe operation of the Federation.

Designated Safeguarding Leads (DSLs)

The Designated Safeguarding Leads are responsible for:

- overseeing the safeguarding aspects of technology use;
- responding to online safety concerns in accordance with the Child Protection Policy;
- working with technical support where technology-related safeguarding concerns arise; and
- ensuring appropriate safeguarding records are maintained.

Technical Support

Those responsible for the Federation's ICT infrastructure will:

- maintain secure networks and devices;
- implement appropriate filtering, monitoring and cyber-security measures;
- maintain appropriate audit logs and support the Federation's filtering and monitoring arrangements; and
- support the Federation in maintaining secure and reliable technology systems.

All Users

All users of Federation technology are responsible for:

- complying with this policy and associated Federation policies;
- using technology safely, professionally and responsibly;
- protecting passwords and accounts from unauthorised access;
- reporting safeguarding concerns, security incidents or suspected misuse immediately; and
- protecting Federation information, systems and equipment from loss, misuse or unauthorised disclosure.



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5. Standards for Acceptable Use

All users of Federation technology are expected to act safely, responsibly, professionally and in accordance with the law.

Technology provided by, or used in connection with, the Federation must support education, safeguarding and the effective operation of the school. Users must ensure that their actions do not place themselves, others or the Federation at unnecessary risk.

All users are expected to:

- use Federation technology primarily for legitimate educational, professional or authorised purposes;
- comply with all relevant Federation policies and procedures, including those relating to safeguarding, data protection and information security;
- behave respectfully and responsibly when communicating online;
- protect Federation devices, accounts and information from unauthorised access, misuse or damage;
- use only authorised hardware, software, applications and online services for Federation business;
- report any safeguarding concern, security incident, suspected data breach, inappropriate content or misuse of technology immediately;
- respect copyright, intellectual property rights and software licensing requirements; and
- recognise that the Federation uses technical monitoring systems, including NetSweeper, to help safeguard pupils, protect Federation systems, identify potential security risks and support the appropriate use of technology. Activity undertaken using Federation devices, accounts and networks may be monitored, reviewed and investigated where appropriate and in accordance with relevant legislation.

Users must not:

- use Federation technology for illegal, offensive, discriminatory, abusive or inappropriate purposes;
- deliberately attempt to bypass security controls, filtering or monitoring systems;
- knowingly access, create, store or distribute material that is illegal, harmful or inappropriate;
- interfere with the operation or security of Federation systems or devices;
- use another person's account or allow others to use their own account without authorisation;



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- install unauthorised software or connect unauthorised equipment without permission;
- attempt to disable, bypass or interfere with the Federation's filtering or monitoring systems or use VPNs, proxy services, anonymising software, browser extensions or any other technology intended to circumvent Federation security controls, filtering, monitoring or acceptable use requirements.
- disclose confidential or personal information except where authorised and lawful to do so; or
- undertake any activity that could bring the Federation or the wider profession into disrepute.

Failure to comply with this policy, including any deliberate attempt to circumvent the Federation's security, filtering or monitoring systems, will be taken seriously and may result in the withdrawal of access to Federation technology, disciplinary action, safeguarding action or referral to external agencies, where appropriate.

6. Staff Acceptable Use

6.1 Professional Responsibilities

Staff are expected to use Federation technology responsibly, professionally and in a manner which supports safeguarding, teaching, learning and the effective operation of the Federation.

Staff must:

- comply with this policy and all associated Federation policies relating to safeguarding, data protection, information security and professional conduct;
- act as positive role models for pupils through the safe, responsible and ethical use of technology;
- exercise professional judgement when using digital technology and online services;
- immediately report any safeguarding concern, security incident, suspected data breach or misuse of technology;
- recognise that access to Federation technology is provided to support their professional duties and may be monitored in accordance with Federation procedures and relevant legislation; and
- take reasonable care of Federation devices, equipment and digital resources.



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Staff remain professionally accountable for all activity undertaken using their Federation accounts, devices and systems.

6.2 Accounts, Passwords and Authentication

Federation accounts provide access to information systems, communication platforms and confidential data. Staff are responsible for maintaining the security of their accounts and must take reasonable steps to prevent unauthorised access.

Staff must:

- use only their own Federation-issued accounts and login credentials;
- maintain strong, unique passwords that are not reused across personal and professional accounts;
- enable multi-factor authentication (MFA) where it is available and required by the Federation;
- keep passwords, authentication methods and recovery information confidential;
- lock or log out of devices whenever they are left unattended;
- report immediately any suspected compromise of an account, password or authentication method;
- only access Federation systems using authorised devices, browsers and applications that meet the Federation's security requirements;
- notify the appropriate member of staff if they believe someone else has gained access to their account; and
- comply with any Federation requirements regarding password management and cyber-security.

Staff must not:

- share usernames, passwords or authentication codes with another person;
- access systems using another user's account;
- allow another individual to use their account or remain logged in under their credentials;
- attempt to gain unauthorised access to Federation systems, accounts or information; or
- store passwords insecurely or in locations where they may be accessed by unauthorised individuals.



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Where there is reason to believe that an account has been compromised, the Federation reserves the right to reset passwords, suspend access or implement additional security measures to protect Federation systems and information.

6.3 Federation Devices and Equipment

Federation devices and equipment are provided to support teaching, learning and the effective operation of the Federation. Staff are expected to use all equipment responsibly and take reasonable steps to protect it from loss, damage, theft and unauthorised access.

Staff must:

- use Federation devices primarily for educational, professional and authorised operational purposes;
- take reasonable care of all Federation equipment and report any loss, theft, damage or malfunction as soon as practicable;
- ensure devices are securely stored when not in use or when taken off site;
- keep Federation devices updated where prompted to do so and not interfere with security or management software;
- use only software, applications and online services that have been authorised or approved by the Federation;
- ensure confidential information is accessed, stored and transmitted only through approved Federation systems;
- securely log off or lock devices when leaving them unattended; and
- return Federation equipment promptly upon request or when employment, placement or access to Federation systems ends.

Staff must not:

- remove or disable security software, device management tools or system settings installed by the Federation;
- connect unauthorised hardware or storage devices where this could compromise Federation systems or data;
- install software, browser extensions or applications without appropriate authorisation;
- use Federation devices for unlawful, offensive or inappropriate activities;
- deliberately alter device configurations to bypass Federation security controls; or
- lend Federation devices to family members or any unauthorised individual.



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Where Federation equipment is taken off site, staff remain responsible for ensuring that it is used securely, transported safely and protected from unauthorised access.

6.4 Personal Devices (Bring Your Own Device)

The Federation recognises that staff may occasionally use personal devices to access authorised Federation systems or undertake approved Federation business. Such use must always be proportionate, secure and compliant with safeguarding, data protection and professional standards.

- ensure that devices are protected by a strong password, PIN or biometric authentication;
- ensure that devices are updated with current operating system and security updates;
- access Federation systems only through approved applications, websites or secure connections;
- immediately report the loss or theft of any personal device that has been used to access Federation systems or information;
- ensure that Federation information is removed from personal devices when no longer required or when instructed to do so;
- cooperate with any reasonable investigation into a suspected data security or safeguarding incident; and
- where Federation email or files are accessed on a personal device, staff must ensure that they are accessed only through Federation-approved accounts and applications and must not synchronise confidential information to personal accounts or services.

Staff must not:

- store safeguarding records, CPOMS information or other confidential Federation documents locally on personal devices;
- download or retain personal data unless expressly authorised and necessary for Federation business;
- use personal cloud storage services (including iCloud, Google Drive, Dropbox or similar services) to store or transfer Federation information unless specifically approved by the Federation;
- use personal email accounts to send or receive Federation business;
- use personal messaging platforms (including WhatsApp, Messenger, Signal, Telegram or similar services) to communicate with pupils or parents/carers unless expressly authorised by Federation policy or in exceptional circumstances agreed by a Headteacher;



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- take photographs, videos or audio recordings of pupils using personal devices unless expressly authorised by a Headteacher for a specific educational or operational purpose;
- allow family members or other unauthorised individuals access to Federation information through a personal device; or
- use personal devices in a manner that compromises safeguarding, confidentiality, data security or professional standards.

Where access to Federation systems is provided through a personal device, the Federation reserves the right to withdraw that access if the device no longer meets appropriate security requirements or if continued access presents an unacceptable safeguarding or information security risk.

6.5 Email and Digital Communications

Digital communication is an essential part of the Federation's day-to-day operation. Staff are expected to communicate professionally, respectfully and securely at all times.

The Federation identifies approved communication platforms, including ClassDojo, for communication with parents and carers. Staff must use only Federation-approved platforms unless alternative arrangements have been authorised by a Headteacher.

Staff must:

- use Federation-provided email accounts and approved communication platforms for Federation business;
- ensure all communications are professional, courteous and appropriate to their role;
- take reasonable care to verify recipients before sending emails or sharing information;
- report any suspected phishing emails, malicious attachments or suspicious communications immediately;
- use encrypted or secure methods where confidential or personal information is being transmitted;
- ensure communications comply with safeguarding, confidentiality and data protection requirements; and
- retain professional boundaries when communicating with pupils, parents, carers and colleagues.

Staff must not:

- use personal email accounts for Federation business;



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- forward Federation emails or documents to personal email accounts unless expressly authorised;
- communicate with pupils through personal email addresses, messaging applications or social media platforms;
- send confidential or personal information using unsecured methods;
- open suspicious attachments or follow unknown links where there is reason to believe they may present a cyber-security risk; or
- use Federation communication systems to distribute offensive, discriminatory, defamatory, political, commercial or otherwise inappropriate material.

The Federation recognises the importance of staff wellbeing. Staff are not expected to routinely read or respond to Federation communications outside of their normal working hours unless this forms part of their agreed role or responsibilities. Expectations regarding communication outside working hours are set out within the Federation's Staff Communication Policy.

All digital communications may be retained, monitored or disclosed where required for safeguarding, legal, disciplinary, operational or information security purposes, in accordance with relevant legislation.

6.6 Artificial Intelligence (AI)

The Federation recognises that Artificial Intelligence (AI) and generative AI technologies can provide valuable support to teaching, learning, administration and professional practice when used responsibly.

All use of AI for Federation purposes must comply with the Federation's *AI Policy: Safe, Ethical and Professional Use of Artificial Intelligence*.

Staff using AI tools must:

- comply with all safeguarding, confidentiality and data protection requirements;
- exercise professional judgement and remain accountable for all work produced using AI;
- verify the accuracy, reliability and appropriateness of AI-generated content before it is used or shared;
- ensure AI is used to support, rather than replace, professional decision-making; and
- seek advice from a senior leader where they are uncertain whether a proposed use of AI is appropriate.



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Staff remain responsible for decisions made and work produced, irrespective of whether Artificial Intelligence has been used to support its preparation.

Staff must not:

- enter identifiable, confidential or sensitive information into AI systems except where expressly permitted by the Federation AI Policy;
- rely on AI-generated content without appropriate professional review and verification;
- use AI in a manner that compromises safeguarding, confidentiality, data protection or professional standards; or
- use AI to make decisions that remain the professional responsibility of Federation staff.

Any misuse of AI may be treated as a breach of this policy and managed in accordance with the Federation's disciplinary, safeguarding and data protection procedures.

6.7 Social Media

The Federation recognises that social media provides valuable opportunities for communication, collaboration and professional learning. However, staff are expected to maintain the same standards of professionalism online as they do in person.

Staff must:

- ensure their use of social media is consistent with the values, professional standards and reputation of the Federation;
- maintain appropriate professional boundaries with pupils, parents, carers and colleagues;
- consider the potential impact of any content before posting, sharing or commenting online;
- ensure that any views expressed through personal social media accounts are clearly their own and are not presented as those of the Federation; and
- report any online activity that may present a safeguarding concern or bring the Federation into disrepute.

Staff must not:

- communicate with current pupils through personal social media accounts or platforms;



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- accept or initiate personal social media connections with current pupils;
- share confidential Federation information, including information relating to pupils, parents, staff or governors;
- post photographs, videos or other content obtained through their employment without appropriate authority;
- engage in online behaviour that could reasonably be considered discriminatory, offensive, intimidating, defamatory or inconsistent with their professional responsibilities; or
- use social media in a way that undermines public confidence in the Federation or the teaching profession.

The Federation may investigate concerns relating to social media activity where there is a legitimate safeguarding, disciplinary, legal or reputational concern. Activity on personal accounts may be considered where it has the potential to affect an individual's professional role or the safety and wellbeing of members of the Federation community.

6.8 Photography, Video and Audio Recording

The Federation recognises that photographs, video and audio recordings are valuable educational resources and play an important role in celebrating achievement, supporting learning and maintaining records. All images and recordings must be obtained, used, stored and shared responsibly and in accordance with safeguarding, data protection legislation and Federation policies.

Staff must:

- use Federation-provided devices and approved systems to capture, store and transfer photographs, video and audio recordings wherever reasonably practicable;
- ensure that any images or recordings are taken only for legitimate educational, safeguarding or operational purposes;
- comply with the Federation's parental consent arrangements and publication procedures;
- store images and recordings securely within approved Federation systems;
- delete images and recordings when they are no longer required in accordance with Federation retention procedures; and
- report immediately any loss, unauthorised disclosure or misuse of images or recordings.

Staff must not:



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- use personal devices to photograph, film or record pupils except where expressly authorised by a Headteacher for a specific educational, safeguarding or operational purpose;
- upload or store Federation images or recordings on personal devices, personal cloud storage or personal online accounts;
- share images or recordings through personal email, messaging applications or social media platforms;
- alter, manipulate or create images or recordings in a way that could misrepresent events or compromise safeguarding;
- create, edit or manipulate images, audio or video using Artificial Intelligence in a way that could misrepresent events, individuals or evidence, except where this forms part of an approved educational activity or authorised Federation communication; or
- publish or distribute images without appropriate authority.

The use of live streaming, video conferencing and remote communication technologies must take place only through Federation-approved platforms and in accordance with Federation safeguarding and data protection procedures.

Where photographs, video or audio recordings form part of safeguarding, behaviour, complaints or disciplinary processes, they must be managed as official Federation records and handled in accordance with the relevant Federation policies.

6.9 Remote Working and Off-Site Use of Technology

The Federation recognises that staff may access Federation systems and information whilst working remotely or away from Federation premises. The same standards of safeguarding, confidentiality, professionalism and information security apply regardless of location.

When working remotely or off site, staff must:

- access Federation systems only through approved accounts, applications and secure internet connections;
- take reasonable steps to ensure that confidential information cannot be viewed or overheard by unauthorised individuals;
- securely store Federation devices and documents when travelling or working away from school;
- ensure that printed documents containing confidential information are protected from unauthorised access and disposed of securely;
- immediately report the loss, theft or suspected compromise of any Federation device or information; and



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- comply with all Federation safeguarding, data protection and information security policies.

Staff must not:

- access or display confidential Federation information in public places where it may be viewed by others;
- leave Federation devices or confidential documents unattended in unsecured locations or vehicles;
- use public or unsecured Wi-Fi networks to access confidential Federation information unless an approved secure connection is in place; or
- permit family members or other unauthorised individuals to use Federation devices or access Federation information.

Staff remain responsible for protecting Federation information and maintaining professional standards whenever Federation technology, accounts or information are accessed away from school.

6.10 Reporting Concerns, Security Incidents and Breaches

The Federation recognises that, despite appropriate safeguards, technology-related incidents may occur. Prompt reporting enables appropriate action to be taken to protect pupils, staff, Federation systems and personal information.

Staff must immediately report:

- safeguarding concerns arising from the use of technology or online activity;
- suspected data breaches or the accidental disclosure of confidential information;
- the loss, theft or suspected compromise of Federation devices, accounts or information;
- suspected phishing attempts, malicious emails, scams or other cyber-security incidents;
- suspected malware, ransomware or other malicious software;
- inappropriate, illegal or harmful online content encountered using Federation systems;
- suspected misuse of Federation technology or breaches of this policy by any member of the Federation community; and
- any actual or suspected breach of this policy.



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Concerns should be reported as soon as reasonably practicable to the appropriate person, including:

- the Designated Safeguarding Lead where safeguarding concerns are identified;
- the Headteacher or other appropriate senior leader where the concern relates to staff conduct, operational matters or suspected breaches of this policy;
- the Federation's ICT support provider where a technical or cyber-security issue is suspected; and
- the Data Protection Officer where a personal data breach has occurred or is suspected.

Where a member of staff has concerns regarding the conduct or actions of another member of staff, volunteer, contractor or governor in relation to the use of technology, those concerns should be raised in accordance with the Federation's Whistleblowing Policy, Allegations Against Staff procedures and Child Protection Policy, as appropriate.

Staff are expected to report concerns promptly, even where they are uncertain whether an incident constitutes a breach or where the incident has resulted from an honest mistake. Early reporting enables risks to be assessed, appropriate action to be taken and, where necessary, statutory reporting requirements to be met.

No member of staff will be disadvantaged for raising a genuine concern in good faith, even where subsequent investigation determines that no breach has occurred.

The Federation will investigate reported concerns proportionately, fairly and in accordance with the relevant Federation policies and procedures. Deliberate misuse of technology, reckless behaviour or repeated breaches of this policy may result in the withdrawal of access to Federation technology, disciplinary action, safeguarding action or referral to external agencies, where appropriate.

7. Pupil Acceptable Use

The Federation is committed to enabling pupils to use technology safely, responsibly and confidently. Pupils are expected to use digital technology in a way that supports their learning, protects themselves and others, and reflects the Federation's values.

Pupils will receive age-appropriate education to help them develop the knowledge, skills and behaviours required to participate safely and responsibly in an increasingly digital world.



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Pupils are expected to:

- use Federation technology only for educational purposes authorised by a member of staff;
- follow staff instructions when using digital devices, online platforms and internet resources;
- treat Federation equipment with care and report any faults, damage or concerns immediately;
- behave respectfully towards others when communicating or collaborating online;
- protect their personal information and respect the privacy of others;
- use only their own accounts and keep login details secure;
- immediately report any content, communication or online behaviour that makes them feel unsafe, uncomfortable or concerned; and
- comply with the Federation's Behaviour Policy and Online Safety Policy when using technology.

Pupils must not:

- attempt to access another person's account;
- deliberately search for, access, create or share inappropriate, offensive or illegal material;
- interfere with Federation devices, networks, filtering or monitoring systems;
- attempt to bypass Federation security controls through the use of VPNs, proxy services, anonymising software or any other method;
- use technology to bully, intimidate, threaten or deliberately upset another person;
- use Artificial Intelligence or other digital technologies in a way that promotes cheating, plagiarism, dishonesty or academic misconduct; or
- use Federation technology in any way that could compromise safeguarding, information security or the reputation of the Federation.

Failure to meet these expectations will be managed in accordance with the Federation's Behaviour Policy and may result in restrictions on access to Federation technology where appropriate.



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8. Parent and Carer Acceptable Use

The Federation recognises that parents and carers play a vital role in supporting children to use technology safely and responsibly. We are committed to working in partnership with families to promote positive online behaviour and to maintain respectful, professional communication.

Parents and carers are expected to:

- support their child in developing safe, responsible and age-appropriate online behaviours;
- encourage their child to follow the Federation's expectations for the safe use of technology;
- make appropriate use of Federation communication platforms and digital services;
- communicate with staff in a respectful, courteous and constructive manner;
- report any safeguarding or online safety concerns to the Federation promptly;
- respect the privacy and personal information of other pupils, families and members of staff; and
- comply with the Federation's policies when using Federation systems, websites or online platforms.

Parents and carers must not:

- use social media or other online platforms to publish material that is abusive, defamatory, threatening, discriminatory or intended to harass members of the Federation community;
- publish photographs, video or audio recordings of pupils, staff or other members of the Federation community without appropriate consent where this may compromise privacy, safeguarding or data protection;
- share confidential Federation communications or information without permission;
- attempt to contact pupils, members of staff or governors through inappropriate personal online channels;
- misuse Federation communication systems or online platforms; or
- use technology in a manner that could compromise safeguarding, the wellbeing of members of the Federation community or the reputation of the Federation.



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Parents and carers remain responsible for the content of any correspondence submitted to the Federation, including where Artificial Intelligence (AI) has been used to assist in its preparation. Any correspondence should accurately reflect the parent's or carer's own genuine concerns, and any information provided should be accurate, truthful and capable of being substantiated where appropriate.

The Federation may take appropriate action where online behaviour impacts upon the safety, wellbeing or operation of the school. This may include restricting access to Federation communication platforms, requesting the removal of inappropriate content, reporting concerns to the relevant platform or, where appropriate, involving external agencies.

The Federation is committed to working positively with parents and carers and will provide information, guidance and signposting to support families in helping children to navigate the online world safely and responsibly.

9. Governors, Volunteers, Contractors and Visitors

The Federation expects all governors, volunteers, contractors, consultants, students, agency staff and visitors who access Federation technology, information or premises to use digital technology safely, responsibly and in accordance with this policy.

Individuals within these groups must:

- comply with all relevant Federation safeguarding, confidentiality and data protection requirements;
- use Federation devices, networks and systems only for authorised purposes;
- protect any Federation information to which they have access from unauthorised disclosure or misuse;
- follow all instructions relating to the use of Federation technology whilst on site or when undertaking Federation business;
- immediately report any safeguarding concern, security incident, suspected data breach or misuse of technology to an appropriate member of staff; and
- return any Federation equipment, documents or information at the end of their period of access or engagement.

Individuals within these groups must not:

- access information or systems beyond that required for their authorised role;



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- share confidential Federation information with unauthorised individuals;
- install software or connect unauthorised devices to Federation systems without permission;
- attempt to bypass or interfere with the Federation's security, filtering or monitoring systems;
- use Federation technology in a manner that is unlawful, offensive, inappropriate or inconsistent with Federation policies; or
- retain Federation information following the completion of their role or engagement unless expressly authorised.

Where appropriate, individuals will be required to read and acknowledge this policy, or an appropriate acceptable use agreement, before access to Federation technology or information is granted.

10. Monitoring, Compliance and Breaches

The Federation is committed to maintaining a safe, secure and reliable digital environment for all members of the school community. To support this, the Federation implements appropriate technical and organisational measures to safeguard users, protect information and maintain the integrity of its information systems.

The Federation operates filtering and monitoring systems, including NetSweeper, to:

- safeguard pupils from harmful or inappropriate online content;
- identify potential safeguarding concerns;
- protect Federation information systems from cyber-security threats;
- detect inappropriate or unauthorised use of Federation technology;
- support the investigation of suspected policy breaches; and
- meet statutory safeguarding and information security responsibilities.

Filtering and monitoring arrangements are reviewed regularly by Federation leaders to ensure they remain appropriate, effective and proportionate.

Users should be aware that activity undertaken using Federation-owned devices, networks, accounts and systems may be monitored, reviewed and, where appropriate, investigated in accordance with relevant legislation, including data protection, Human Rights Act 1998 and employment law.



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Monitoring will be proportionate, lawful and undertaken only for legitimate safeguarding, operational, information security, legal or disciplinary purposes. The Federation will seek to respect the privacy of users whilst balancing its safeguarding duties and legal responsibilities.

Where a potential breach of this policy is identified, the Federation may:

- investigate the circumstances of the incident;
- temporarily restrict or suspend access to Federation systems or accounts where necessary to protect users or Federation information;
- require passwords or authentication credentials to be reset;
- inspect Federation devices, accounts or information where authorised and lawful to do so;
- refer safeguarding concerns in accordance with the Child Protection Policy;
- manage staff conduct through the appropriate employment procedures; and
- refer matters to external agencies, including the police, where required.

All investigations will be conducted fairly, proportionately and in accordance with the Federation's relevant policies and procedures.

Deliberate misuse of Federation technology, repeated breaches of this policy or attempts to circumvent the Federation's security, filtering or monitoring systems may be treated as serious misconduct and may result in disciplinary action, withdrawal of access to Federation technology or referral to external agencies, where appropriate. The Headteachers ensure that Designated Safeguarding Leads receive appropriate access to filtering and monitoring information to enable them to fulfil their safeguarding responsibilities.

11. Implementation, Monitoring and Review

The Federation is committed to ensuring that this policy remains effective, proportionate and aligned with current legislation, statutory guidance and best practice.

This policy will be:

- communicated to all relevant members of the Federation community;
- made available to staff as part of induction and ongoing professional development;
- supported by appropriate acceptable use agreements for staff, pupils, parents, governors, volunteers and other users, where appropriate;



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- monitored through the Federation's safeguarding, information security and leadership arrangements; and
- reviewed following any significant safeguarding incident, cyber-security incident or change in legislation, statutory guidance or technology.

This policy will be reviewed annually by the Federation Headteachers and approved by the Governing Body.

The Headteachers are responsible for ensuring that this policy is implemented consistently across the Federation and that appropriate procedures, training and technical safeguards are maintained to support its effective operation.

Appendices

The following Acceptable Use Agreements support the implementation of this policy. They set out the expectations contained within the policy for different groups of users and, where appropriate, provide a record that the individual has read, understood and agreed to comply with the Federation's requirements.



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Appendix A - Staff Acceptable Use Agreement

Purpose:

This agreement confirms that I have read, understood and agree to comply with the Federation's Acceptable Use of Technology Policy and associated policies.

I understand that Federation technology is provided to support teaching, learning and the effective operation of the Federation, and that my use of technology must reflect my professional responsibilities.

I agree to:

- use Federation technology safely, professionally and responsibly;
- comply with the Acceptable Use of Technology Policy, AI Policy, Child Protection Policy, Data Protection Policy, Staff Code of Conduct, Dignity at Work Policy and other relevant Federation policies;
- safeguard Federation accounts, passwords, devices and information;
- use only authorised software, applications and online services for Federation business;
- maintain appropriate professional boundaries when communicating online;
- use Artificial Intelligence only in accordance with the Federation's AI Policy;
- report safeguarding concerns, security incidents, suspected data breaches or misuse of technology immediately;
- take reasonable care of Federation devices and equipment;
- protect confidential information at all times; and
- return Federation equipment and remove Federation information from personal devices where required.

I understand that:

- my use of Federation technology may be monitored in accordance with Federation policies and relevant legislation;
- deliberate or reckless misuse of technology may result in disciplinary action and/or referral to external agencies where appropriate;
- I understand that failure to comply with this agreement may result in the withdrawal of access to Federation technology and, where appropriate, disciplinary, safeguarding or legal action.

Name

Signature

Position

Date



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Appendix B - KS2 Pupil Acceptable Use Agreement

When I use technology at school, I promise that I will:

- ☒ use technology to help me learn.
- ☒ follow my teacher's instructions.
- ☒ keep my passwords private.
- ☒ be kind and respectful online.
- ☒ tell an adult if I see anything that worries or upsets me.
- ☒ look after school equipment.
- ☒ only use my own login.
- ☒ think carefully before sharing information.

I will not:

- ☒ try to access another person's account.
- ☒ try to get around the school's internet filters or security.
- ☒ search for inappropriate material.
- ☒ use technology to upset or bully anyone.
- ☒ use AI or other technology to cheat or pretend someone else's work is my own.

I understand that if I do not follow these expectations, my access to school technology may be restricted and there may be other consequences in line with the school's Behaviour Policy.

Pupil Name

Class

Signature

Date



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Appendix C - Parent and Carer Acceptable Use Agreement

The Federation values positive partnerships with parents and carers.

By engaging with the Federation through its communication systems, online platforms and digital services, I agree to:

- communicate respectfully with members of the Federation community;
- support my child in using technology safely and responsibly;
- respect the privacy of pupils, families and staff;
- use Federation communication platforms appropriately;
- raise concerns through appropriate Federation procedures;
- avoid sharing confidential information or images without permission;
- ensure any correspondence submitted to the Federation, including where Artificial Intelligence (AI) has been used to assist in its preparation, accurately reflects my own genuine views and concerns and contains information that is accurate, truthful and capable of being substantiated where appropriate.

I understand that inappropriate online behaviour may result in restrictions on access to Federation communication platforms and, where appropriate, further action.

Parent/Carer

Child

Signature

Date



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Appendix D - Acceptable Use Agreement for Governors, Volunteers, Contractors and Visitors

I confirm that I have read the Federation's Acceptable Use of Technology Policy and agree to:

- use Federation technology only for authorised purposes;
- maintain confidentiality;
- comply with safeguarding and data protection requirements;
- protect Federation devices, systems and information;
- report safeguarding concerns, security incidents or suspected misuse immediately;
- return any Federation information or equipment at the end of my role.

I understand that access to Federation systems may be withdrawn if I fail to comply with the Federation's requirements.

Name

Role

Signature

Date