

Journey Education Group Acceptable use of ICT Policy

September 2026



Policy: Acceptable use of ICT

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Contents

1. Centre Policy	Page 3
2. Acceptable Use of ICT Policy purpose	3
3. Acceptable Use of ICT Policy Agreement	3

1. Centre Policy

New technologies have become integral to the lives of children and young people in today's society, both within the Centre and in their lives outside the Centre.

The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

2. Acceptable Use of ICT Policy purpose

The Acceptable Use of ICT policy purpose is to ensure:

- that staff will be responsible users and stay safe while using the Centre's systems, internet and other communications technologies for educational and personal use;
- that Centre ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk;
- that staff are protected from potential risk in their use of ICT in their everyday work.

The Centre will endeavour to ensure that staff have good access to ICT to enhance their work to support the Centre and will, in return, expect staff to agree to be responsible users.

3. Acceptable Use of ICT Policy Agreement

I understand that I must use Centre ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

3.1 For my professional and personal safety:

- I understand that the Centre will monitor my use of the ICT systems, email and other digital communications;
- I understand that the rules set out in this agreement also apply to use of Centre ICT systems (e.g. laptops, email etc.) and to the transfer of personal data (digital or paper based) at all times and at whatever location;
- I understand that the Centre ICT systems are primarily intended for business use and that I will only use the systems for personal use within the policies and rules set down by the Centre;
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may see it;
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person;

3.2 I will be professional in my communications and actions when using Centre ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission;
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions;
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the Centre policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the Centre website) it will not be possible to identify by name, or other personal information, those who are featured. (See e-Safety Policy);
- I will only use chat and social networking sites in the Centre Offices in accordance with the Centre policies. (See e-Safety Policy);
- I will only communicate with students / pupils and parents / carers using official Centre systems. Any such communication will be professional in tone and manner. (See e-Safety Policy);
- I will not engage in any on-line activity that may compromise my professional responsibilities. (see e-Safety Policy).

3.3 The Centre has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the Centre:

- When I use my personal mobile devices (PDAs / laptops / mobile phones / USB devices etc.) in the Centre, I will follow the rules set out in this agreement, in the same way as if I was using Centre equipment (see e-Safety Policy and User Security Policy). I will also follow any additional rules set by the Centre about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses. (See Personal Device Security Policy);
- I will not use personal email on the Centre ICT systems;
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs);
- I will ensure that my data is regularly backed up, in accordance with relevant Centre policies;
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials;
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work;
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings, unless this is allowed in Centre policies;

- I will not disable or cause any damage to Centre equipment, or the equipment belonging to others;

- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Centre Data Protection Policy. Where digital personal data is transferred outside the secure wide area network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage;
- I understand that Data Protection Policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when I am required by law or by Centre policy to disclose such information to an appropriate authority;
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

3.4 When using the Internet in my professional capacity:

- I will ensure that I have permission to use the original work of others in my own work;
- Where work is protected by copyright and is not covered by an appropriate licence;
- I will not download or distribute copies (including music and videos).

3.5 I understand that all Internet and email traffic will be monitored.

All of the Centre's email and internet resources are provided for business purposes, therefore the Centre maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, the Centre also reserves the right to use monitoring software in order to check upon the use and content of emails and internet use. Such monitoring is for legitimate purposes only.

The Centre maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. As all of our email and internet traffic is routed over the LGfL network they will also monitor and filter all traffic in addition to our own internal monitoring and filtering.

3.6 I understand that I am responsible for my actions in and out of the Centre:

- I understand that this Acceptable Use Policy applies not only to my work and use of Centre ICT equipment in the Centre, but also applies to my use of Centre ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the Centre;
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Centre and in the event of illegal activities the involvement of the Police.

I have read and understand the above and agree to use the Centre ICT systems (both in and out of the Centre) and my own devices (in the Centre and when carrying out communications related to the Centre) within these guidelines.

Staff Name

Signed

Date

Journey Education Group

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