East Midlands
Academy Trust

East Midlands Academy Trust

Online Safety Policy 2023/2025

'Every child deserves to be the best they can be'

East Midlands Academy Trust is a company limited by guarantee registered in England & Wales No. 08149829
Orchard Academy, Shepherdswell Academy, Castle Academy, Hardingstone Academy, Stimpson Avenue Academy,
Prince William School and Northampton International Academy are all business names of the East Midlands Academy Trust.

Scope: East Midlands Academy Trust & Academies within the Trust	
Version: V3	**Filename:** EMAT Online Safety Policy
Approval: July 2023 *Approved by the Trust Board*	**Next Review: July 2025** *This Policy will be reviewed by the Trust Board (FHRE committee) every two years*
Owner: East Midlands Academy Trust Board of Trustees	**Union Status:** Not Applicable

Policy type:	
Non-Statutory	Replaces Academy's current policy

Revision History

Revision Date	Revisor	Description of Revision
February 2022	DU	Policy update – no changes
April 2023	DU	Minor changes & addition of required "NCSC Cyber Security Training for School Staff" for all staff, Trustees and LAB members
June 2023	DU	Updated to reflect KCSIE Update for September 2023
July 2023	Thompson Team / DU	Addition of DfE's Cyber security standards for schools and colleges (DfE, 2023c) / updates to KCSIE September 2023 added

Contents

EMAT Online Safety Policy

1. Aims

East Midlands Academy Trust (EMAT) aims to:

- ✓ Have robust processes in place to ensure the online safety of learners, staff, volunteers, trustees, members and Local Advisory Board (LAB) members;
- ✓ Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology;
- ✓ Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

Content – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism

Contact – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes

Conduct – online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and

Commerce – risks such as online gambling, inappropriate advertising, phishing and/or financial scam

2. Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on:

Teaching online safety in schools

Preventing and tackling bullying and **Cyber-bullying: advice for headteachers and school staff**

Relationships and sex education

Searching, screening and confiscation

Meeting digital and technology standards in schools and colleges - Cyber security standards for schools and colleges - Guidance - GOV.UK (www.gov.uk)

It also refers to the Department's guidance on protecting children from radicalisation. It reflects existing legislation, including but not limited to the Education Act 1996, the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on learners' electronic devices where they believe there is a 'good reason' to do so.

The policy complies with EMAT'S funding agreement and articles of association.

3. Roles and Responsibilities:

3.1. The Trustees

The board of Trustees has overall responsibility for monitoring this policy and holding the CEO to account for its implementation. The Audit and Risk Committee of Trustees will review the policy on a two-year cycle or as required by legislation changes.

All Trustees will:

- Ensure EMAT has appropriate filtering and monitoring systems in place and regularly review their effectiveness
- Ensure the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively
- Ensure that the leadership team and relevant staff know how to escalate concerns when identified
- Consider the number of and age range of their children in the school, those who are potentially at greater risk of harm and how often they access the IT system
- Review the standards (filtering and monitoring) and liaise with IT staff what more needs to be done to support school in meeting this standard
- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 1)

3.2. Local Advisory Board (LAB) Members

The LAB Members for each academy are responsible for holding the headteacher to account for this policies implementation. LAB Members will:

- Ensure their school has appropriate filtering and monitoring systems in place and regularly review their effectiveness
- Ensure the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively
- Ensure that the leadership team and relevant staff know how to escalate concerns when identified
- Consider the number of and age range of their children in the school, those who are potentially at greater risk of harm and how often they access the IT system
- Co-ordinate termly meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).Ensure that online safety is a running and interrelated theme while devising and implementing their whole school approach to safeguarding and related policies and/or procedures
- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND).

All LAB Members will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 1)

3.3. The Head Teacher

The Head Teacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school. They will:

- Ensure their school has appropriate filtering and monitoring systems in place and regularly review their effectiveness
- Ensure the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively
- Ensure that the leadership team and relevant staff know how to escalate concerns when identified
- Consider the number of and age range of their children in the school, those who are potentially at greater risk of harm and how often they access the IT system

3.4. The Designated Safeguarding Lead

Details of the school's designated safeguarding lead (DSL) [and deputy DSL] are set out in our child protection and safeguarding policy as well as relevant job descriptions. The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the headteacher, IT Business Partner and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues and incidents in line with the school child protection policy
- Ensuring that any online safety incidents are logged on My Concern and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged on My Concern and dealt with appropriately in line with the school relational behaviour policy
- Updating and delivering staff training on online safety
- Liaising with other agencies and/or external services if necessary
- Providing termly reports on online safety in school to the headteacher and LAB Members
- Understanding the filtering and monitoring systems and processes in place.

All DSLs and Deputy DSLs will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 1)

3.5. IT Business Partner

The IT Business Partner is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep learners safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material;
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly;
- Conducting a full security check and monitoring the school's ICT systems on a regular basis;
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files;
- Ensuring that any online safety incidents recorded using IT system are sent to the relevant DSL for each school automatically.
- Ensuring that any incidents of cyber-bullying identified with IT Systems are sent to the relevant DSL as each school automatically.
- Ensuring that the ICT Infrastructure for EMAT is in line with the DfE's Meeting digital and technology standards in schools and colleges - Cyber security standards for schools and colleges - Guidance - GOV.UK (www.gov.uk)

3.6. All staff

All staff are responsible for:

- Maintaining an understanding of this policy;
- Implementing this policy consistently;
- Ensuring that learners follow the school's terms as outlined in the Learner ICT Acceptable Use Policy (APU), Appendix 2.
- Working with the DSL to ensure that any online safety incidents are logged on My Concern and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with EMAT'S Behaviour Policy;
- Reporting all reports and concerns about sexual violence and/or harassment to the DSL, both online and offline and maintaining an attitude of 'it could happen here'
- Understanding the expectations and their roles and responsibilities in relation to filtering and monitoring processes in place.

All staff will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 1)

3.7. Parents

Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- In primary phase academies they should ensure their child has read, understood and agreed to the terms on EMATs Acceptable Policy (appendices 1 and 2)

Parents can seek further guidance on keeping children safe online from the following organisations and websites: UK Safer Internet Centre , Childnet International

3.8. Visitors and members of the community

Visitors and members of the community who use EMAT’s ICT Infrastructure will be made aware of this policy, when relevant, and expected to read and follow it.

4.0. Educating Learners

Learners will be taught about online safety as part of the curriculum. It is also taken from the Guidance on relationships education, relationships and sex education (RSE) and health education.

- Relationships education and health education in primary schools
- Relationships and sex education and health education in secondary schools

4.1. Key Stage 1

Learners will be taught to:

- Use technology safely and respectfully, keeping personal information private;
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

4.2. Key Stage 2

Learners will be taught to:

- Use technology safely, respectfully and responsibly;
- Recognise acceptable and unacceptable behaviour;
- Identify a range of ways to report concerns about content and contact.

4.3. End of Primary

By the end of primary school, learners will know:

- That people sometimes behave differently online, including by pretending to be someone they are not;
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous;
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them;
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met;
- How information and data is shared and used online;
- How to respond safely and appropriately to adults they may encounter (in all contexts,

including online) whom they do not know.

4.4. Key Stage 3

Learners will be taught to:

- Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy;
- Recognise inappropriate content, contact and conduct, and know how to report concerns.

4.5 Key Stage 4

Learners will be taught to:

- Understand how changes in technology affect safety, including new ways to protect their online privacy and identity;
- How to report a range of concerns.

4.6 End of secondary

By the end of secondary school learners will know:

- Their rights, responsibilities and opportunities online, including that the same expectations of behaviour apply in all contexts, including online;
- About online risks, including that any material someone provides to another has the potential to be shared online and the difficulty of removing potentially compromising material placed online;
- Not to provide material to others that they would not want shared further and not to share personal material which is sent to them;
- What to do and where to get support to report material or manage issues online;
- The impact of viewing harmful content;
- That specifically sexually explicit material (e.g. pornography) presents a distorted picture of sexual behaviours, can damage the way people see themselves in relation to others and negatively affect how they behave towards sexual partners;
- That sharing and viewing indecent images of children (including those created by children) is a criminal offence which carries severe penalties including jail;
- How information and data is generated, collected, shared and used online;
- How to identify harmful behaviours online (including bullying, abuse or harassment) and how to report, or find support, if they have been affected by those behaviours.

The safe use of social media and the internet will also be covered in other subjects where relevant.

4.7 SEND Provision

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND

5. Educating parents about online safety

EMAT’s academies will raise parents’ awareness of internet safety using Arbor Parent Portal or other communications home, in information via our website, social media and in school activities. This policy will also be shared with parents via school website. If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.

6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of 1 person or group by another person or group, where the relationship involves an imbalance of power.

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that learners understand what it is and what to do if they become aware of it happening to them or others. We will ensure that learners know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The EMAT schools will actively discuss cyber-bullying with learners, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers/form teachers will discuss cyber-bullying with their class/tutor groups, and the issue will be addressed in assemblies.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate. In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy.

Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained. The DSL will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on learners' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or;
- Undermine the safe environment of the school or disrupt teaching, and/or
- Commit an offence

If inappropriate material is found on the device, it is up to the DSL / headteacher / other member of the senior leadership team to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response. Staff will not delete any material. If a staff member suspects a device may contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- Not view the image
- Confiscate the device and report the incident to the DSL (or equivalent) immediately. The DSL will make the decision in line with the DfE's latest guidance on screening, searching and confiscation and the UK Council for Internet Safety (UKCIS) guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on searching, screening and confiscation
- UKCIS guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people
- The school's Behaviour Policy

7. Acceptable Usage

All pupils, parents, staff, volunteers and LAB Members and Trustees are expected to sign an agreement regarding the acceptable use of EMATs ICT systems and infrastructure (appendix 1).

Visitors will be expected to read and agree to the Acceptable Usage policy if relevant.

Use of EMAT's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role. EMAT monitors (via CISCO Firewalls and the app 'SENSO' the websites visited by pupils, staff, volunteers, LAB members, trustees and visitors (where relevant) to ensure they comply with the above.

8. Learners using mobile devices in school

8.1 Learners in the Primary Phase

Learners in Primary Phase may, at the discretion of the schools Headteacher bring mobile devices into school which are then handed in to a staff member for the duration of the school day. Pupils are not permitted to bring in or use devices such as Smart watches, which have a camera, internet connectivity and/or mobile technology (can be used for messages and calls).

8.2 Learners in Secondary Phase

Learners in the secondary phase may bring mobile devices into school, but are not permitted to use them during the school day. All phones are turned off before entering the school grounds and they are not to be used until they have left site. Any breach of the acceptable use agreement by a learner may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

8.3 Learners in the 6th form

Learners in the 6th form can bring devices on site and use these in the designated 6th Form areas for the purpose of research and study, but not outside this area, e.g. in corridors etc. This is to ensure we maintain the ethos and rules of the rest of the school. Phones should be switched off when moving around the building and attending lessons. 6th Form Learners should sign the 'Bring Your Own Device Agreement' should they wish to use their devices in this way.

9. Staff using work devices offsite

Staff members using a work device offsite must comply with the following

- Not install or attempt to install any unauthorised software on the device
- Not use the device in any way which would violate EMAT's Acceptable Usage policy (see appendix 1)
- Do not share their password with others (see appendix 1 for exceptions).
- Must take all reasonable steps to ensure the security of their work device when using it outside school.
- Must not let other unauthorised person use their work device including friends and family
- Report any concerns over the security of their device to the IT Service Desk .

10. How EMAT will respond to issues of misuse

Where a pupil misuses EMAT's ICT systems or internet, the relevant school will follow the procedures set out in relevant behaviour policy and or EMAT's Acceptable Usage Policy.

Where a staff member misuses EMAT IT Systems and infrastructure, or misuses a device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff code of conduct and or Acceptable Usage Policy by EMAT's HR Department

Any illegal activity or content, they will be reported to the police.

11. Training

All staff members will undertake NCSC Cyber Security Training for School Staff training, and will be expected to retake the training every two years as part of the EMAT's mandated training.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

The DSL and deputies will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Trustees will undertake NCSC Cyber Security Training for School Staff training part of their required training.

All staff undergo safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring at induction and updated regularly.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

12. Monitoring

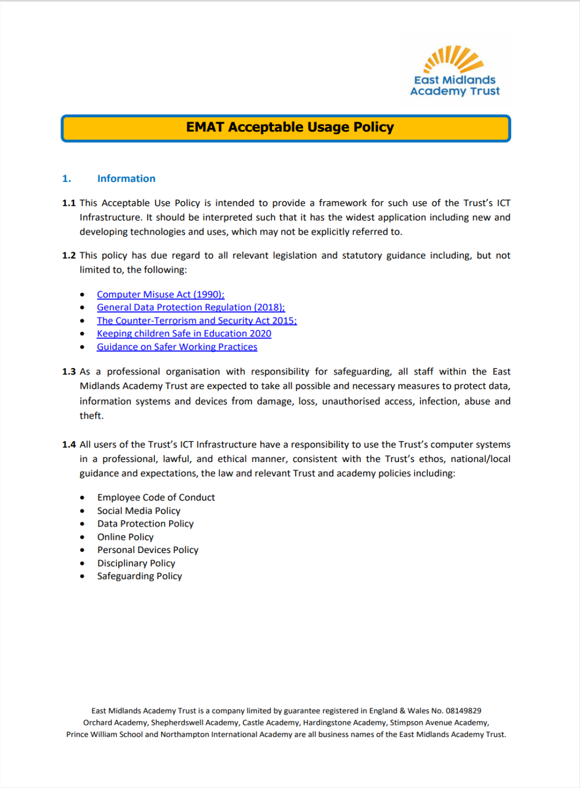
The DSL or deputy DSL for each school will log all safeguarding issues related to online safety. This information is held on My Concern. This policy will be reviewed every year by the Designated Safeguarding

Lead and or Deputy Designated Lead Head Teachers. At every review, the policy will be shared with the appropriate LAB Members.

13. Related policies and procedures

- This policy statement should be read alongside our organisational policies and procedures, including:
- Child protection and Safeguarding Policy
- Dealing with allegations of abuse made against a child or young person
- Managing allegations against staff and volunteers
- Code of conduct for staff and volunteers
- Anti-bullying policy and procedures
- Acceptable Usage Policy
- Behaviour Policy

Appendix 1 – Acceptable Usage Policy



EMAT Acceptable Usage Policy

1. Information

1.1 This Acceptable Use Policy is intended to provide a framework for such use of the Trust's ICT Infrastructure. It should be interpreted such that it has the widest application including new and developing technologies and uses, which may not be explicitly referred to.

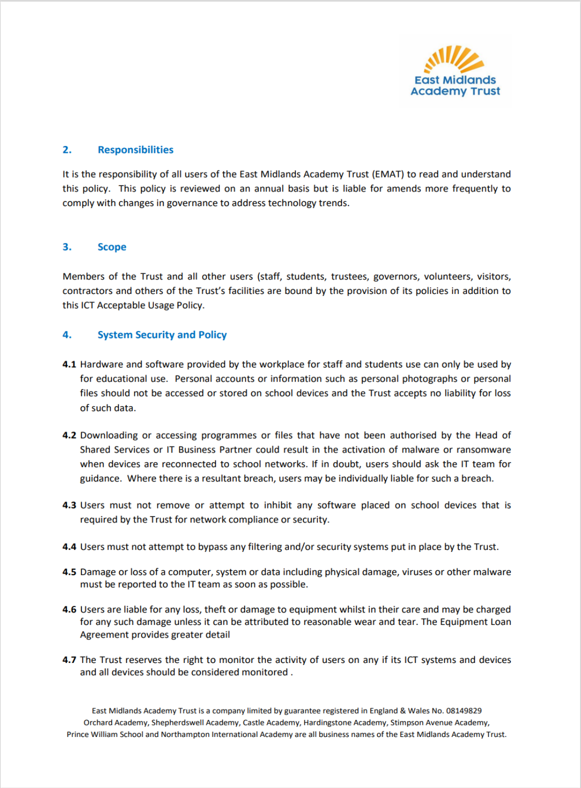
1.2 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Computer Misuse Act (1990);
- General Data Protection Regulation (2018);
- The Counter-Terrorism and Security Act 2015;
- Keeping children Safe in Education 2020
- Guidance on Safer Working Practices

1.3 As a professional organisation with responsibility for safeguarding, all staff within the East Midlands Academy Trust are expected to take all possible and necessary measures to protect data, information systems and devices from damage, loss, unauthorised access, infection, abuse and theft.

1.4 All users of the Trust's ICT Infrastructure have a responsibility to use the Trust's computer systems in a professional, lawful, and ethical manner, consistent with the Trust's ethos, national/local guidance and expectations, the law and relevant Trust and academy policies including:

- Employee Code of Conduct
- Social Media Policy
- Data Protection Policy
- Online Policy
- Personal Devices Policy
- Disciplinary Policy
- Safeguarding Policy



2. Responsibilities

It is the responsibility of all users of the East Midlands Academy Trust (EMAT) to read and understand this policy. This policy is reviewed on an annual basis but is liable for amends more frequently to comply with changes in governance to address technology trends.

3. Scope

Members of the Trust and all other users (staff, students, trustees, governors, volunteers, visitors, contractors and others of the Trust's facilities are bound by the provision of its policies in addition to this ICT Acceptable Usage Policy.

4. System Security and Policy

4.1 Hardware and software provided by the workplace for staff and students use can only be used by for educational use. Personal accounts or information such as personal photographs or personal files should not be accessed or stored on school devices and the Trust accepts no liability for loss of such data.

4.2 Downloading or accessing programmes or files that have not been authorised by the Head of Shared Services or IT Business Partner could result in the activation of malware or ransomware when devices are reconnected to school networks. If in doubt, users should ask the IT team for guidance. Where there is a resultant breach, users may be individually liable for such a breach.

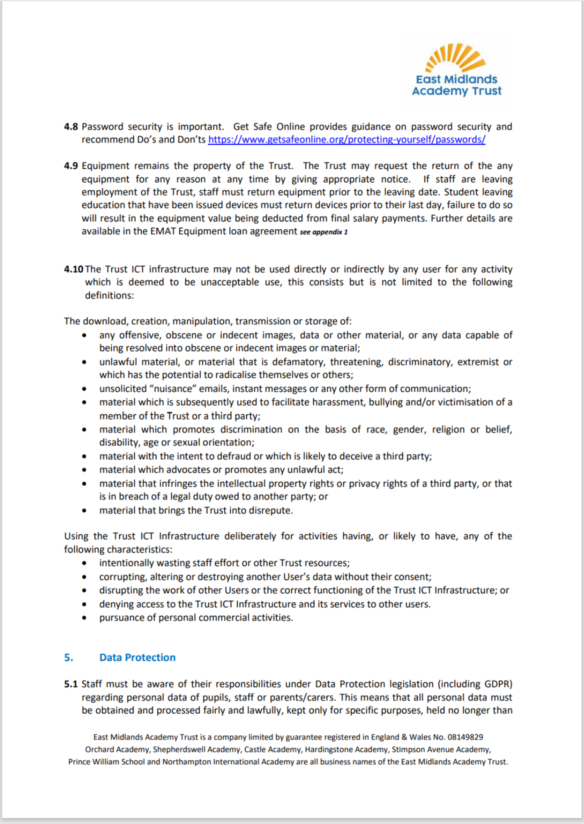
4.3 Users must not remove or attempt to inhibit any software placed on school devices that is required by the Trust for network compliance or security.

4.4 Users must not attempt to bypass any filtering and/or security systems put in place by the Trust.

4.5 Damage or loss of a computer, system or data including physical damage, viruses or other malware must be reported to the IT team as soon as possible.

4.6 Users are liable for any loss, theft or damage to equipment whilst in their care and may be charged for any such damage unless it can be attributed to reasonable wear and tear. The Equipment Loan Agreement provides greater detail

4.7 The Trust reserves the right to monitor the activity of users on any if its ICT systems and devices and all devices should be considered monitored .



4.8 Password security is important. Get Safe Online provides guidance on password security and recommend Do's and Don'ts https://www.getsafeonline.org/protecting-yourself/passwords/

4.9 Equipment remains the property of the Trust. The Trust may request the return of the any equipment for any reason at any time by giving appropriate notice. If staff are leaving employment of the Trust, staff must return equipment prior to the leaving date. Student leaving education that have been issued devices must return devices prior to their last day, failure to do so will result in the equipment value being deducted from final salary payments. Further details are available in the EMAT Equipment loan agreement ***see appendix 1***

4.10 The Trust ICT infrastructure may not be used directly or indirectly by any user for any activity which is deemed to be unacceptable use, this consists but is not limited to the following definitions:

The download, creation, manipulation, transmission or storage of:

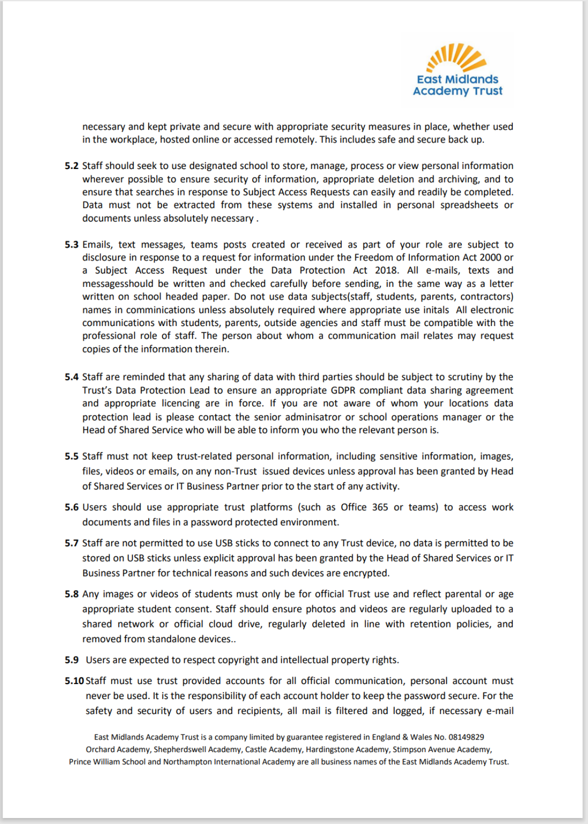
- any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
- unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others;
- unsolicited "nuisance" emails, instant messages or any other form of communication;
- material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the Trust or a third party;
- material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;
- material with the intent to defraud or which is likely to deceive a third party;
- material which advocates or promotes any unlawful act;
- material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party; or
- material that brings the Trust into disrepute.

Using the Trust ICT Infrastructure deliberately for activities having, or likely to have, any of the following characteristics:

- intentionally wasting staff effort or other Trust resources;
- corrupting, altering or destroying another User's data without their consent;
- disrupting the work of other Users or the correct functioning of the Trust ICT Infrastructure; or
- denying access to the Trust ICT Infrastructure and its services to other users.
- pursuance of personal commercial activities.

5. Data Protection

5.1 Staff must be aware of their responsibilities under Data Protection legislation (including GDPR) regarding personal data of pupils, staff or parents/carers. This means that all personal data must be obtained and processed fairly and lawfully, kept only for specific purposes, held no longer than



necessary and kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely. This includes safe and secure back up.

5.2 Staff should seek to use designated school to store, manage, process or view personal information wherever possible to ensure security of information, appropriate deletion and archiving, and to ensure that searches in response to Subject Access Requests can easily and readily be completed. Data must not be extracted from these systems and installed in personal spreadsheets or documents unless absolutely necessary .

5.3 Emails, text messages, teams posts created or received as part of your role are subject to disclosure in response to a request for information under the Freedom of Information Act 2000 or a Subject Access Request under the Data Protection Act 2018. All e-mails, texts and messagesshould be written and checked carefully before sending, in the same way as a letter written on school headed paper. Do not use data subjects(staff, students, parents, contractors) names in comminications unless absolutely required where appropriate use initals All electronic communications with students, parents, outside agencies and staff must be compatible with the professional role of staff. The person about whom a communication mail relates may request copies of the information therein.

5.4 Staff are reminded that any sharing of data with third parties should be subject to scrutiny by the Trust's Data Protection Lead to ensure an appropriate GDPR compliant data sharing agreement and appropriate licencing are in force. If you are not aware of whom your locations data protection lead is please contact the senior adminisatror or school operations manager or the Head of Shared Service who will be able to inform you who the relevant person is.

5.5 Staff must not keep trust-related personal information, including sensitive information, images, files, videos or emails, on any non-Trust issued devices unless approval has been granted by Head of Shared Services or IT Business Partner prior to the start of any activity.

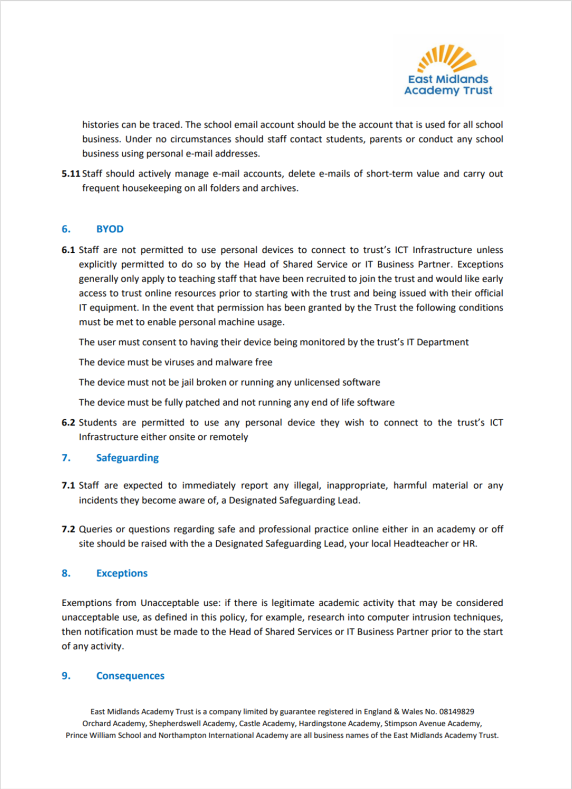
5.6 Users should use appropriate trust platforms (such as Office 365 or teams) to access work documents and files in a password protected environment.

5.7 Staff are not permitted to use USB sticks to connect to any Trust device, no data is permitted to be stored on USB sticks unless explicit approval has been granted by the Head of Shared Services or IT Business Partner for technical reasons and such devices are encrypted.

5.8 Any images or videos of students must only be for official Trust use and reflect parental or age appropriate student consent. Staff should ensure photos and videos are regularly uploaded to a shared network or official cloud drive, regularly deleted in line with retention policies, and removed from standalone devices..

5.9 Users are expected to respect copyright and intellectual property rights.

5.10 Staff must use trust provided accounts for all official communication, personal account must never be used. It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged, if necessary e-mail



histories can be traced. The school email account should be the account that is used for all school business. Under no circumstances should staff contact students, parents or conduct any school business using personal e-mail addresses.

5.11 Staff should actively manage e-mail accounts, delete e-mails of short-term value and carry out frequent housekeeping on all folders and archives.

6. BYOD

6.1 Staff are not permitted to use personal devices to connect to trust's ICT Infrastructure unless explicitly permitted to do so by the Head of Shared Service or IT Business Partner. Exceptions generally only apply to teaching staff that have been recruited to join the trust and would like early access to trust online resources prior to starting with the trust and being issued with their official IT equipment. In the event that permission has been granted by the Trust the following conditions must be met to enable personal machine usage.

The user must consent to having their device being monitored by the trust's IT Department

The device must be viruses and malware free

The device must not be jail broken or running any unlicensed software

The device must be fully patched and not running any end of life software

6.2 Students are permitted to use any personal device they wish to connect to the trust's ICT Infrastructure either onsite or remotely

7. Safeguarding

7.1 Staff are expected to immediately report any illegal, inappropriate, harmful material or any incidents they become aware of, a Designated Safeguarding Lead.

7.2 Queries or questions regarding safe and professional practice online either in an academy or off site should be raised with the a Designated Safeguarding Lead, your local Headteacher or HR.

8. Exceptions

Exemptions from Unacceptable use: if there is legitimate academic activity that may be considered unacceptable use, as defined in this policy, for example, research into computer intrusion techniques, then notification must be made to the Head of Shared Services or IT Business Partner prior to the start of any activity.

9. Consequences

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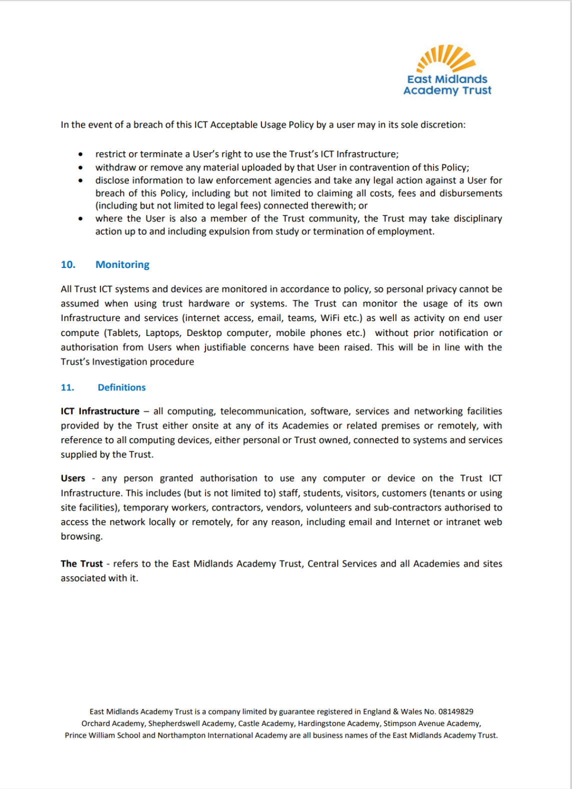

In the event of a breach of this ICT Acceptable Usage Policy by a user may in its sole discretion:

- restrict or terminate a User's right to use the Trust's ICT Infrastructure;
- withdraw or remove any material uploaded by that User in contravention of this Policy;
- disclose information to law enforcement agencies and take any legal action against a User for breach of this Policy, including but not limited to claiming all costs, fees and disbursements (including but not limited to legal fees) connected therewith; or
- where the User is also a member of the Trust community, the Trust may take disciplinary action up to and including expulsion from study or termination of employment.

10. Monitoring

All Trust ICT systems and devices are monitored in accordance to policy, so personal privacy cannot be assumed when using trust hardware or systems. The Trust can monitor the usage of its own Infrastructure and services (internet access, email, teams, WiFi etc.) as well as activity on end user compute (Tablets, Laptops, Desktop computer, mobile phones etc.) without prior notification or authorisation from Users when justifiable concerns have been raised. This will be in line with the Trust's Investigation procedure

11. Definitions

ICT Infrastructure – all computing, telecommunication, software, services and networking facilities provided by the Trust either onsite at any of its Academies or related premises or remotely, with reference to all computing devices, either personal or Trust owned, connected to systems and services supplied by the Trust.

Users - any person granted authorisation to use any computer or device on the Trust ICT Infrastructure. This includes (but is not limited to) staff, students, visitors, customers (tenants or using site facilities), temporary workers, contractors, vendors, volunteers and sub-contractors authorised to access the network locally or remotely, for any reason, including email and Internet or intranet web browsing.

The Trust - refers to the East Midlands Academy Trust, Central Services and all Academies and sites associated with it.

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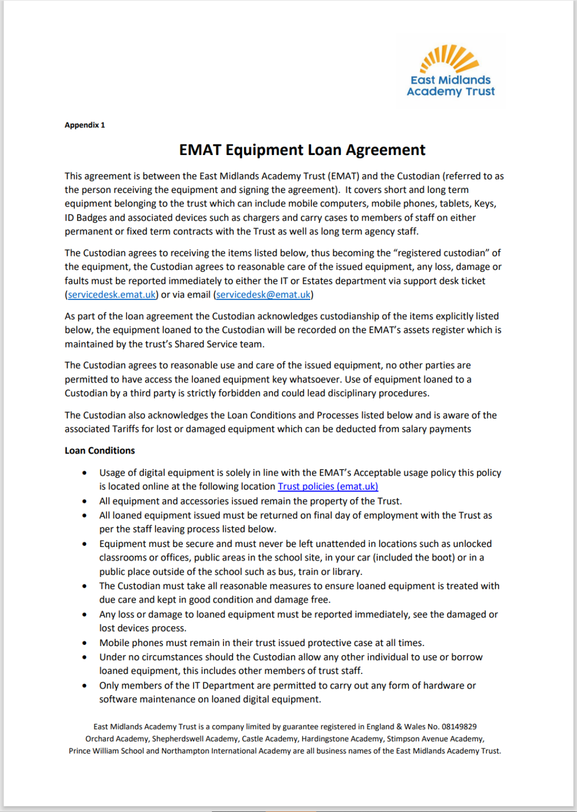

Appendix 1

EMAT Equipment Loan Agreement

This agreement is between the East Midlands Academy Trust (EMAT) and the Custodian (referred to as the person receiving the equipment and signing the agreement). It covers short and long term equipment belonging to the trust which can include mobile computers, mobile phones, tablets, Keys, ID Badges and associated devices such as chargers and carry cases to members of staff on either permanent or fixed term contracts with the Trust as well as long term agency staff.

The Custodian agrees to receiving the items listed below, thus becoming the "registered custodian" of the equipment, the Custodian agrees to reasonable care of the issued equipment, any loss, damage or faults must be reported immediately to either the IT or Estates department via support desk ticket (servicedesk.emat.uk) or via email (servicedesk@emat.uk)

As part of the loan agreement the Custodian acknowledges custodianship of the items explicitly listed below, the equipment loaned to the Custodian will be recorded on the EMAT's assets register which is maintained by the trust's Shared Service team.

The Custodian agrees to reasonable use and care of the issued equipment, no other parties are permitted to have access the loaned equipment key whatsoever. Use of equipment loaned to a Custodian by a third party is strictly forbidden and could lead disciplinary procedures.

The Custodian also acknowledges the Loan Conditions and Processes listed below and is aware of the associated Tariffs for lost or damaged equipment which can be deducted from salary payments

Loan Conditions

- Usage of digital equipment is solely in line with the EMAT's Acceptable usage policy this policy is located online at the following location Trust policies (emat.uk)
- All equipment and accessories issued remain the property of the Trust.
- All loaned equipment issued must be returned on final day of employment with the Trust as per the staff leaving process listed below.
- Equipment must be secure and must never be left unattended in locations such as unlocked classrooms or offices, public areas in the school site, in your car (included the boot) or in a public place outside of the school such as bus, train or library.
- The Custodian must take all reasonable measures to ensure loaned equipment is treated with due care and kept in good condition and damage free.
- Any loss or damage to loaned equipment must be reported immediately, see the damaged or lost devices process.
- Mobile phones must remain in their trust issued protective case at all times.
- Under no circumstances should the Custodian allow any other individual to use or borrow loaned equipment, this includes other members of trust staff.
- Only members of the IT Department are permitted to carry out any form of hardware or software maintenance on loaned digital equipment.

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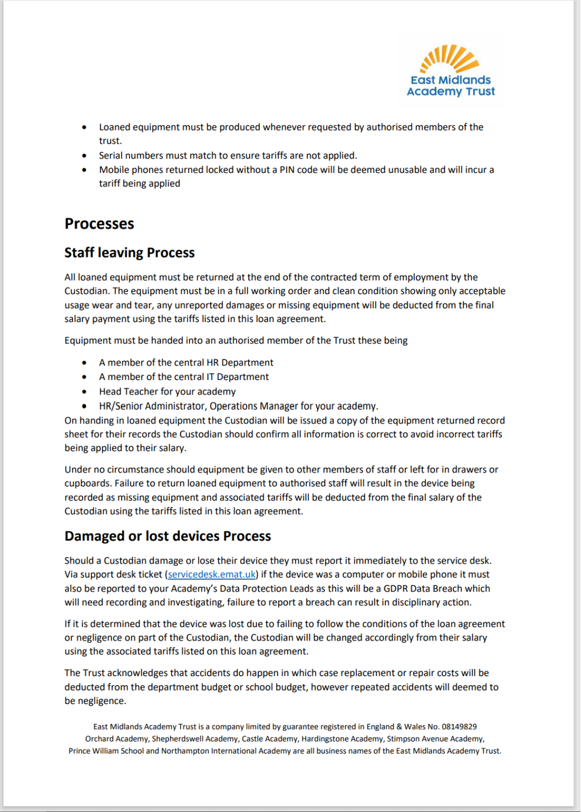

- Loaned equipment must be produced whenever requested by authorised members of the trust.
- Serial numbers must match to ensure tariffs are not applied.
- Mobile phones returned locked without a PIN code will be deemed unusable and will incur a tariff being applied

Processes

Staff leaving Process

All loaned equipment must be returned at the end of the contracted term of employment by the Custodian. The equipment must be in a full working order and clean condition showing only acceptable usage wear and tear, any unreported damages or missing equipment will be deducted from the final salary payment using the tariffs listed in this loan agreement.

Equipment must be handed into an authorised member of the Trust these being

- A member of the central HR Department
- A member of the central IT Department
- Head Teacher for your academy
- HR/Senior Administrator, Operations Manager for your academy.

On handing in loaned equipment the Custodian will be issued a copy of the equipment returned record sheet for their records the Custodian should confirm all information is correct to avoid incorrect tariffs being applied to their salary.

Under no circumstance should equipment be given to other members of staff or left for in drawers or cupboards. Failure to return loaned equipment to authorised staff will result in the device being recorded as missing equipment and associated tariffs will be deducted from the final salary of the Custodian using the tariffs listed in this loan agreement.

Damaged or lost devices Process

Should a Custodian damage or lose their device they must report it immediately to the service desk. Via support desk ticket (servicedesk.emat.uk) if the device was a computer or mobile phone it must also be reported to your Academy's Data Protection Leads as this will be a GDPR Data Breach which will need recording and investigating, failure to report a breach can result in disciplinary action.

If it is determined that the device was lost due to failing to follow the conditions of the loan agreement or negligence on part of the Custodian, the Custodian will be changed accordingly from their salary using the associated tariffs listed on this loan agreement.

The Trust acknowledges that accidents do happen in which case replacement or repair costs will be deducted from the department budget or school budget, however repeated accidents will deemed to be negligence.

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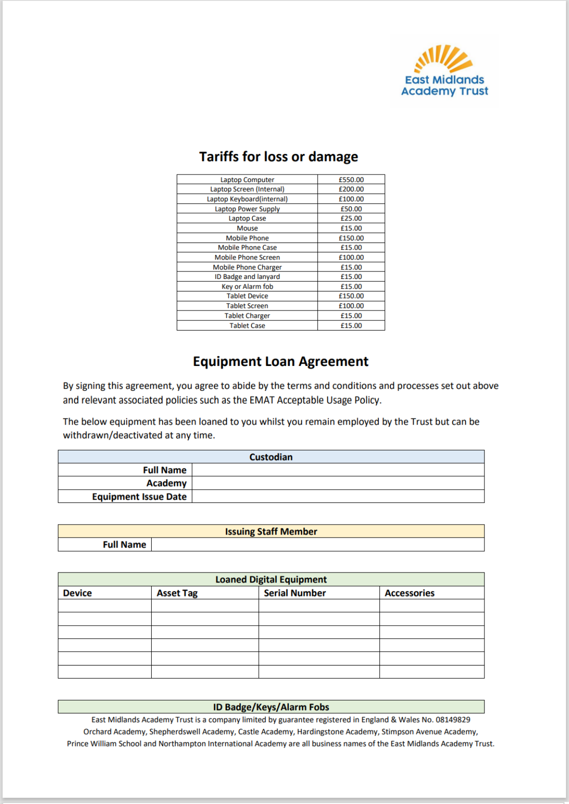

Tariffs for loss or damage

Laptop Computer	£550.00
Laptop Screen (Internal)	£200.00
Laptop Keyboard(internal)	£100.00
Laptop Power Supply	£50.00
Laptop Case	£25.00
Mouse	£15.00
Mobile Phone	£150.00
Mobile Phone Case	£15.00
Mobile Phone Screen	£100.00
Mobile Phone Charger	£15.00
ID Badge and lanyard	£15.00
Key or Alarm fob	£15.00
Tablet Device	£150.00
Tablet Screen	£100.00
Tablet Charger	£15.00
Tablet Case	£15.00

Equipment Loan Agreement

By signing this agreement, you agree to abide by the terms and conditions and processes set out above and relevant associated policies such as the EMAT Acceptable Usage Policy.

The below equipment has been loaned to you whilst you remain employed by the Trust but can be withdrawn/deactivated at any time.

Custodian	
Full Name	
Academy	
Equipment Issue Date	

Issuing Staff Member	
Full Name	

Loaned Digital Equipment			
Device	**Asset Tag**	**Serial Number**	**Accessories**

ID Badge/Keys/Alarm Fobs

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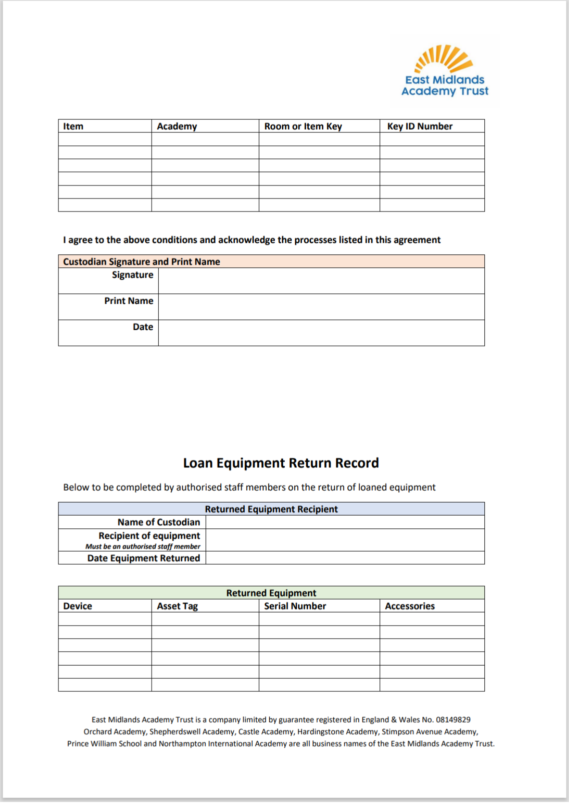

Item	Academy	Room or Item Key	Key ID Number

I agree to the above conditions and acknowledge the processes listed in this agreement

Custodian Signature and Print Name	
Signature	
Print Name	
Date	

Loan Equipment Return Record

Below to be completed by authorised staff members on the return of loaned equipment

Returned Equipment Recipient	
Name of Custodian	
Recipient of equipment ***Must be an authorised staff member***	
Date Equipment Returned	

Returned Equipment			
Device	**Asset Tag**	**Serial Number**	**Accessories**

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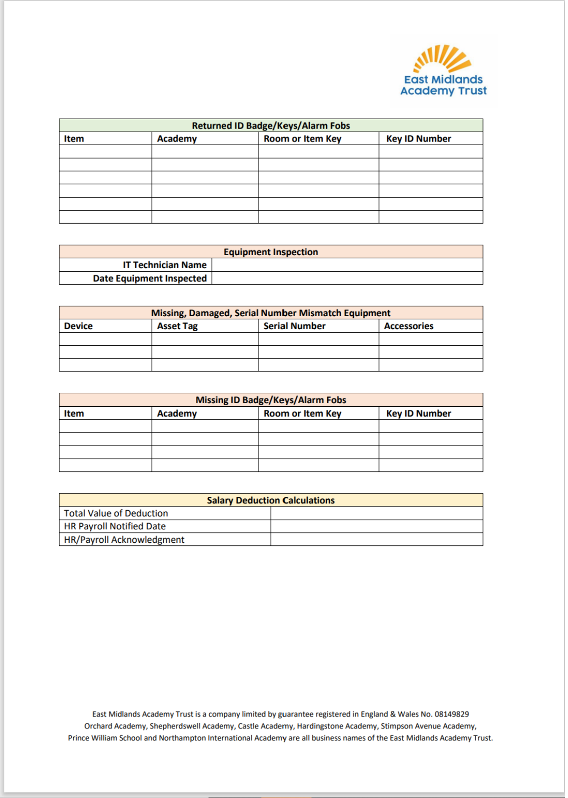

Returned ID Badge/Keys/Alarm Fobs			
Item	**Academy**	**Room or Item Key**	**Key ID Number**

Equipment Inspection	
IT Technician Name	
Date Equipment Inspected	

Missing, Damaged, Serial Number Mismatch Equipment			
Device	**Asset Tag**	**Serial Number**	**Accessories**

Missing ID Badge/Keys/Alarm Fobs			
Item	**Academy**	**Room or Item Key**	**Key ID Number**

Salary Deduction Calculations	
Total Value of Deduction	
HR Payroll Notified Date	
HR/Payroll Acknowledgment	

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