



DOCUMENT	reviewed	By whom?
Acceptable use policy	22/09/2025	Leon Edwards

Next review date - on or before	15/09/2026
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Young Person Acceptable use

- keep login and password safe and not let anyone else use it or use other people's login or password
- ask a member of staff for permission before using the internet not visit websites I know are banned by the Pushforward or social networking sites
- not open attachments or download files unless I have permission, or I know and trust the person who sent it
- not give out my home address, phone numbers or send photographs or videos or give any other personal information that may identify me, my family or my friends unless has given permission by staff
- never arrange to meet someone I have only met on-line unless my parent, without permission and responsible adult with me
- tell staff or responsible adult if I see anything I am unhappy with or receive a message I do not like, and I will not respond to any bullying messages
- only use my mobile phone or other device when I have permission
- not use any internet system to send anonymous or bullying messages or forward chain letters
- All computer networks and systems belong to the Pushforward and are made available to staff for educational, professional, administrative and purposes only.

Staff Acceptable use

- Staff are expected to abide by all online safety rules. Failure to do so may result in disciplinary
- Pushforward reserves the right to monitor internet activity and examine and delete files from the system.
- Staff and have a responsibility to safeguard pupils in their use of the internet and reporting all online safety concerns to the online safety coordinator.
- Copyright and intellectual property rights in relation to materials used from the internet must be respected.
- E-mails and other written communications must be carefully written and polite in tone and nature.
- Staff will have access to the internet as agreed by the Pushforward will take care when allowing students to use work laptops to not allow students to have unmonitored access.



- Staff will always follow good practice advice and will ensure online activity meets the standards expected of professional conduct.
- Staff should ensure that any personal data sent over the internet will be encrypted or sent via secure systems.
- Staff should not browse, download or send material that could be considered offensive to colleagues and pupils or is illegal
- Staff should not allow Pushforward equipment or systems to be used or accessed by unauthorised persons and keep any computers or hardware used at home safe.
- Staff should ensure that personal websites or blogs do not contain material that compromises their professional standing or brings the school's name into disrepute.
- Pushforwards ICT systems may not be used for private purposes without permission from the management.
- Pushforwards ICT systems for financial gain, gambling, political purposes or advertising is not permitted.

Any member of SLT, can carry out a search of and confiscate any electronic device that they have identified through the monitoring and filtering procedure that;

- Poses a risk to staff or students,
- and/or is evidence in relation to an offence

SLT have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item that the member of staff reasonably suspects has been, or is likely to be used to commit an offence (Searching, Screening and Confiscation - GOV.UK).

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is, and consider the risk to other student and staff.
- Explain to the student why they are being searched, how the search will happen, and give them the opportunity to ask questions about it
- Seek the students cooperation Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so.
- When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, 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 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.

When deciding if there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:



They reasonably suspect that its continued existence is likely to cause harm to any person, and/or the student and/or the parent refuses to delete the material themselves

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 immediately, who will decide what to do next.

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

Any complaints about searching for or deleting inappropriate images or files on students' electronic devices will be dealt with through the complaints procedure.