

IT and Internet Acceptable Use Policy

Document Control

Date	Revision amendment details	By whom
February 2019	Adopted by TEFAT Board	Trustees
April 2021	Proposed date for review subject to any required statutory update	

Table of contents

Table of contents	2
Related policies and documents	2
Definitions	2
Elliot Foundation Academies Trust Vision and Values	4
Policy statement and objectives	5
Scope and principles	5
Trust's responsibility	5
User responsibility	5
Digital Identity	5
Reputation	5
Access	5
Misuse of technology	5
Explicit acceptance of active and passive monitoring	5
Compliance with related policies	5

Related policies and documents

- User's place of work Acceptable Use Policy
- Trust Code of Conduct
- Trust Bullying and Harassment Policy

Definitions

- Where the word 'Trust' is used in this document it refers to The Elliot Foundation Academies Trust.
- Where the word 'Governing Body' is used it refers to the Local Governing Body of an individual academy within the Trust.
- Where appropriate the Local Governing Bodies of individual academies will publish details of the procedures and practices to implement Trust policies.



Elliot Foundation Academies Trust Vision and Values

Vision

The Elliot Foundation was created as a safe place for children and teachers where all are nurtured to achieve beyond even their own expectations. Our motto, "Where children believe they can because teachers know they can" reflects our conviction that raising expectations for all children and teachers is at the heart of a successful and inclusive society.

Values

For children

We help children to discover themselves and aspire beyond any limitations that their context might appear to place upon them. We help them understand that they can be, 'Heroes of their own lives' building the foundations for healthy and successful lives.

For schools

In addition to the essential functional skills of reading, writing and mathematics, children need to learn how to learn and to believe that they can continue to do so. They must also possess the critical thinking skills to sift fact from fiction to be able to think for themselves, freely and creatively.

For success

To thrive, whatever their chosen path, children need confidence, curiosity and commitment. We will nurture these attitudes across all their learning experiences

For communities

Children at Elliot schools will be raised with an awareness of the world around them and their role in shaping a better future through volunteering and contributing in their communities.

- 1. Policy statement and objectives**
 - 1.1. Today's schools cannot function without the internet, mobile devices and computers. But ubiquitous technology brings significant additional risks. The purpose of this policy is to keep all children and staff safe in the simplest terms possible.
- 2. Scope and principles**
 - 2.1. This policy applies to all employees of the Elliot Foundation and all volunteers who may access Trust electronic systems or devices.
- 3. Trust's responsibility**
 - 3.1. The Trust will provide and maintain an IT network and internet connectivity of an acceptable standard with hardware and software controls to mitigate risks where possible.
- 4. User responsibility**
 - 4.1. User's accept responsibility for their own digital actions.
- 5. Digital Identity**
 - 5.1. All users must only access Trust networks, devices and services with their Trust provided digital identity (email and password).
 - 5.2. All users must protect the security of their digital identity and may not share their passwords with any other person.
- 6. Reputation**
 - 6.1. No applications or services accessed by users as part of their employment or using Trust infrastructure or devices may be used to bring the school, the Trust, its children or staff into disrepute.
- 7. Access**
 - 7.1. All users must respect technical safeguards which are in place (e.g. RM Unify). Any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services is unacceptable.
- 8. Misuse of technology**
 - 8.1. No Trust device, network or platform may be used to harm others or break the law (this includes cyberbullying, hacking, illegal file sharing, trolling etc)
- 9. Explicit acceptance of active and passive monitoring**
 - 9.1. All users accept that the Trust will conduct active and passive monitoring of all systems, devices and digital communications using its networks in order to keep users safe and to comply with the laws of the land.
- 10. Compliance with related policies**
 - 10.1. All users accept responsibility for informing themselves of the latest version of central and local related policies listed above and complying with their terms.