ICT Acceptable Use Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should always have an entitlement to safe internet access.

Reach for Inclusion protects and educates children and young people against contact, content, conduct and commerce risks by providing termly workshops designed to build knowledge, resilience and confidence in safe digital use.

The Four Cs of Online Risk

1. Contact Risks

These involve harmful or unsafe interactions between a child/young person and another individual online.

Examples include:

- Being contacted by strangers
- Online grooming
- Coercion or pressure to share personal information
- Persuasion to meet someone offline
- Adults posing as children (catfishing)
- Unwanted or inappropriate communication via messaging, gaming or social media
- Being asked to share images or engage in sexual conversation

2.Content Risks

These refer to the material a child may encounter online that is harmful, inappropriate, or misleading.

Examples include:

- Violent, sexual, or hateful content
- Extremist or radicalising material
- Misleading information or fake news
- Health-harming content (e.g., pro-anorexia, self-harm content)
- Age-inappropriate games, videos or websites
- Disturbing images or videos
- Unmoderated chatrooms containing harmful content

3. Conduct Risks

These relate to the behaviour of the child or young person online—how they act and interact with others.

Examples include:

- Cyberbullying or harassment
- Creating or sharing inappropriate content
- Sexting or sending nude images
- Upsetting others through posts or messages
- Hacking, impersonation or identity misuse
- Sharing too much personal information
- Participating in dangerous challenges or trends

4. Commerce Risks

These involve the financial or commercial aspects of online activity, including scams, exploitation or pressure to spend money.

Examples include:

- Online scams or phishing
- Fake competitions or "too good to be true" offers
- In-app purchases and loot boxes
- Fraudulent websites
- Misleading advertising
- Subscription traps
- Requests for bank details or financial information
- Sale of personal data

This Acceptable Use Policy is intended to ensure:
• that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
• that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
Reach will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.
All children and young people are required to sign the Reach for Inclusion Mobile Phone Policy. Learners have restricted access to personal mobile phones when on site, and all personal devices are stored securely on arrival and returned at the end of the day to ensure safety, minimise distraction, and protect learners from online risk.

Acceptable Use Policy Agreement

I understand that I must use Reach for Inclusion 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.

For my own personal safety:

- I understand that my use of the systems, devices and digital communications will be monitored.
- I will keep my username and password safe and secure – I will not share it, 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 steal it.
- I will be aware of "stranger danger" when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- I will not arrange to meet people off-line that I have communicated with on-line without parental knowledge.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource:

- I understand that Reach systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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 use a personal device I have brought into centre for any activity which might be considered inappropriate in a school.
- I will not use Reach systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others; I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that Reach has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the programme:

- I will only use my own personal devices (mobile phones / USB devices etc) in the centre if I have permission. I understand that, if I do use my own devices in the centre, I will follow the rules set out in this agreement, in the same way as if I was using Reach equipment.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any Hub device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:
- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I will report any accidental access to material which might be considered unacceptable immediately to a senior member of staff and ensure it is recorded.

I understand that I am responsible for my actions, both in and out of centre;
- I understand that Reach also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the centre and where they involve my membership of the Reach community (examples would be cyber-bullying, use of images or personal information).
- As a user of the centre's computers and technology I recognise that it is my responsibility to follow centre procedures for the safe use of devices and that I have a responsibility to ask for advice if I am not sure of a procedure.
- I confirm that I will use all means of electronic communication equipment belonging to the centre and any personal devices which I bring into centre in a responsible manner and in accordance with the following guidelines.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the Reach internet, exclusions, contact with parents and, in the event of illegal activities, involvement of the police.

Filtering and Monitoring is provided across the learning centre and vocational centre by Smart Tech.

Filtering and Monitoring is provided at the foundation centre by the Marches IT service.

Name...

Signed..

Date…………………………………………………………………………...

Policy	ICT Appropriate Usage Policy
Date created	September 2022
	September 2023
	September 2024
Date Reviewed	January 2025
	November 2025
Date of Next Review	November 2026
Signed:	
Siobhan Williams	S Williams
Jo Garner	J. Garner