



# ICT and Acceptable Use Policy

22 Music Academy

## 1. Introduction

22 Music Academy is committed to the responsible, safe, and effective use of Information and Communication Technology (ICT) in line with UK law and educational policies. This policy outlines the standards expected of all users and provides guidance to protect students, staff, and the Academy's digital resources.

## 2. Scope

This policy applies to all students, staff, volunteers, contractors, and visitors who have access to or use the Academy's ICT systems, devices, networks, and internet services, whether on-site or remotely.

## 3. Legal and Policy Framework

This policy is underpinned by the following UK laws and statutory guidance:

- Data Protection Act 2018 (incorporating UK GDPR)
- Computer Misuse Act 1990
- Education Act 2011
- Keeping Children Safe in Education (KCSIE) 2024
- Prevent Duty (Counter-Terrorism and Security Act 2015)
- Safeguarding policies as required by Ofsted



## 4. Acceptable Use Principles

All users are expected to:

- Use ICT resources for educational, professional, or Academy-approved purposes only.
- Respect the privacy, rights, and property of others online and offline.
- Protect their personal accounts and passwords and not share login credentials.
- Comply with copyright and licensing agreements when using or sharing digital content.
- Report any suspected misuse, breaches, or cyberbullying incidents immediately.

## 5. Prohibited Use

The following behaviours are strictly prohibited:

- Accessing, creating, or sharing material that is illegal, offensive, discriminatory, or inappropriate.
- Using Academy ICT systems for personal financial gain, unauthorised commercial activity, or political lobbying.
- Attempting to bypass security settings or access unauthorised areas of the network.
- Introducing malware, viruses, or other malicious software to Academy systems.
- Engaging in cyberbullying, harassment, or any form of online abuse.



## 6. E-Safety and Safeguarding

22 Music Academy is committed to safeguarding and promoting the welfare of children and young people. All ICT use must support a safe learning environment. The Academy will:

- Provide age-appropriate e-safety education to students and staff.
- Monitor network activity and internet usage in accordance with UK law and safeguarding guidance.
- Enable secure filtering and blocking of harmful or inappropriate content.
- Ensure all safeguarding concerns are reported to the Designated Safeguarding Lead (DSL).

## 7. Data Protection and Privacy

All users must comply with the Data Protection Act 2018 and UK GDPR requirements. Personal and sensitive data must be handled securely and confidentially. Data should not be removed from site unless encrypted and authorised by senior management.

## 8. Mobile Devices and Social Media

The use of personal mobile devices during Academy hours is permitted only for educational purposes and with staff supervision. The Academy's social media platforms must be used responsibly and in accordance with this policy. Personal social media accounts must not be used to communicate with students.



## 9. Monitoring and Sanctions

The Academy reserves the right to monitor all ICT activity. Breaches of this policy may result in disciplinary action, withdrawal of ICT privileges, and, where appropriate, referral to external agencies or the police.

## 10. Review and Updates

This policy will be reviewed annually or in response to significant changes in legislation or educational guidance. Feedback from students, staff, and stakeholders is welcomed to ensure the policy remains effective and relevant.

## 11. Acknowledgement

All users must sign an Acceptable Use Agreement confirming that they have read, understood, and agree to comply with this policy.