ACCEPTABLE USE POLICY

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027

SAFE PEOPLE • POSITIVE PATHWAYS • COMPLIANT PRACTICE | Impact Alternative Learning - commissioned alternative provision.

1 WHO IS COVERED

- Learners, employees, volunteers, governors, visitors and contractors use Impact IT only for authorised lawful purposes.
- All users must receive suitable age-/role-specific rules before access is granted.

2 SAFE ACCOUNTS AND PASSWORDS

- Do not share credentials or access another user's data; use approved accounts, multi-factor authentication where available and device locking.
- Notify IT/manager promptly if credentials, equipment or confidential data are lost or compromised.

3 PROHIBITED BEHAVIOUR

- No cyberbullying, hate, threats, harassment, illegal downloads, piracy, accessing harmful/sexual material, bypassing filters or unauthorised recordings.
- Report accidental harmful content rather than hiding it or circulating copies.

4 PRIVACY AND IMAGES

- Do not upload sensitive education or safeguarding material to personal cloud/AI sites, publish learner images without authorisation or use private apps for formal casework.
- Apply retention, copyright and consent/lawful basis rules for school materials.

5 MONITORING AND CONSEQUENCES

- Explain proportionate, lawful filtering and monitoring and how alerts are reviewed; respond to breaches according to risk and individual needs.
- Serious incidents may lead to restricted access, safeguarding investigation or external referral; record decisions and recovery support.

6 ACCESSIBILITY AND TRAINING

- Offer accessible guidance and reasonable adjustments; demonstrate safe digital choices to learners and families.
- Obtain acceptance/acknowledgements and review annually.

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Rules for users of Impact technology and communications

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7 LINKED STATUTORY AND DFE GUIDANCE

- Keeping Children Safe in Education 2026 (in force 1 September 2026); UK GDPR and Data Protection Act 2018 This policy is a provider operational policy; the primary guidance and any commissioner requirements take precedence where applicable.

8 POLICY OWNERSHIP AND REVIEW

- Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Next review: September 2027, or sooner if legislation, safeguarding guidance, commissioning requirements or provision changes.
- The Principal manages implementation and policy review, with governance oversight where appropriate; relevant staff are informed of updates and confirm understanding.