

**May Blossom Farm CIC**

**Alternative Provision**

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# **Acceptable Use of IT Internet and Mobile Phones Policy**

<b>Approved by:</b>	Gill Press
<b>Last reviewed on:</b>	01/09/2025
<b>Next review due by:</b>	31/08/2026
<b>Head of Alternative Provision</b>	Gill Press
<b>Deputy Head of Alternative Provision</b>	Hannah Priest
<b>Designated Safeguarding Lead (DSL)</b>	Gill Press
<b>Deputy DSL (DDSL)</b>	Hannah Priest
<b>Designated Safeguarding Trustee</b>	Russel Breyer

This policy was ratified in Sept 2025 and will be reviewed in September 2026

## **Introduction and Aims**

Information technology (IT) is an integral part of the way May Blossom Farm works. It supports teaching, learning, and administrative functions, but could also pose risks to safeguarding, online safety, and data protection.

This policy aims to:

- Set guidelines and rules on the use of farm IT resources for staff, students, parents/carers, and volunteers.
- Establish clear expectations for the way all members of the community engage online.
- Support the farm's policies on safeguarding, data protection, and positive relationships.
- Prevent disruption through misuse of IT systems.
- Teach students safe and responsible internet and IT use.

This policy covers all users of May Blossom Farm's IT facilities, including staff, students, volunteers, contractors, and visitors.

Breaches may be dealt with under the staff code of conduct or the Positive Relationship Policy.

## **Relevant legislation and guidance**

This policy complies with:

- Data Protection Act 2018
- UK GDPR
- Computer Misuse Act 1990
- Human Rights Act 1998
- Education Act 2011
- Keeping Children Safe in Education (latest)
- Searching, screening and confiscation: advice for schools (latest)
- National Cyber Security Centre guidance

## **Definitions**

- IT facilities: farm systems and devices, including 2 ipads, x3 staff smartphones, WiFi, and software.
- Users: anyone authorised to use farm IT facilities.
- Personal use: activity not directly linked to learning or authorised work.
- Authorised personnel: staff responsible for IT administration and monitoring.

## **Unacceptable use**

Unacceptable use includes (not exhaustive):

- Accessing or sharing offensive, illegal, or harmful content.
- Bullying, harassing, or discriminating against others.
- Sharing confidential information about students, staff, or the farm.
- Attempting to bypass filters or monitoring.
- Damaging IT systems or data.
- Using personal devices on the network without permission.
- Excessive or suspicious use may lead to a formal investigation requiring temporary or permanent loss of access.

## **Staff (including volunteers and contractors)**

- Must only use farm IT systems for work-related purposes.
- Must only have access to MBF – Staff WiFi if they directly require it for carrying out their duties.
- Personal use must not interfere with duties or student supervision.
- Personal data (ie. Other people's personal data) must not be stored on staff's, volunteers' personal devices without permission.
- Staff should use MBF-provided communication channels and not share personal phone numbers with students.
- Staff mobile phones may only be used for work purposes and never in ways that compromise safeguarding.

## **Students**

### IT access

- Students may use farm ipads and equipment only under staff supervision.
- Specialist equipment may only be used when authorised by staff.

## **Mobile phones**

- There is a strict no mobile phone policy for students. Any student who wishes to bring a phone with them to May Blossom Farm must hand their phone in to the staff office on arrival where it will be locked away and returned to them when leaving the premises.
- Any phone found will be confiscated and returned to parents/carers.
- Repeated breaches may lead to further sanctions under the Positive Relationship Policy.

## **Acceptable use**

- Students must follow the *Student IT Agreement* (Appendix A).
- Students must not attempt to connect personal devices to the farm's systems.

## **Parents/carers**

- Parents/carers do not have automatic access to farm IT facilities.
- Access may be granted at the discretion of the Head of Alternative Provision.
- Parents/carers are expected to support this policy and model responsible online behaviour.

## **Data security**

- All IT use is monitored and filtered to safeguard students and staff.
- Passwords must be secure and not shared.
- All data must be handled in line with GDPR and the Data Protection Policy.
- Devices must be encrypted where necessary.
- Devices must be fully up-to-date and virus and malware protected

## **Protection from Cyber Attacks**

- The farm maintains firewalls, filtering, anti-virus and anti-malware protection.
- Systems are regularly updated and reviewed.
- Any suspected cyber incidents must be reported to the Head of Alternative Provision and IT support.

## **Internet access**

- WiFi is secure and filtered.
- Internet use is monitored for safeguarding and compliance.
- Attempts to bypass filters or monitoring may lead to sanctions.

## **Other related policies:**

- Online Safety Policy
- Safeguarding & Child Protection Policy
- Positive Relationship Policy
- Staff Code of Conduct
- Data Protection Policy (GDPR)

## **APPENDIX 1 (included in student onboarding booklet)**

### **Student Acceptable Use of IT, Internet and Mobile Phone Agreement**

As a student at May Blossom Farm, I agree that:

- I will not bring my mobile phone to May Blossom Farm
- I will use ipads responsibly and for learning only.
- I will not share my password or attempt to use another person's account.
- I will not attempt to damage or disrupt IT systems.
- I will not use offensive, threatening, or inappropriate language online.
- I will report anything that makes me feel unsafe to a member of staff.
- I understand that breaking these rules may mean losing IT access and facing sanctions under the Positive Relationship Policy.

Signed: \_\_\_\_\_ (Student)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_