



BHES

ICT and Internet Acceptable Use Policy

Aligned with Bristol City Council Policies and Safeguarding Standards

Note: in this policy reference to governing body or governors refers to the management committee and its members.

Where contextually appropriate for school read service.

Date adopted: July 2025

This policy will be reviewed annually or sooner if required due to changes in legislation, guidance, or local authority policy.

HISTORY OF POLICY CHANGES

[illegible]

Contents

1. Purpose.....	4
2. Scope.....	4
3. Aims	4
4. Acceptable Use Guidelines.....	4
5. Prohibited Activities	5
6. Monitoring and Enforcement.....	5
7. Monitoring by Bristol City Council.....	5
8. Staff Misuse of ICT and Internet.....	5
9. Student Misuse of ICT and Internet.....	5
Appendix: Agreement Forms	6
Staff Agreement Form	6
Student Agreement Form.....	6
Parent/Carer Agreement Form	6
Visitor Agreement Form	6

1. Purpose

This policy defines the acceptable use of Information and Communication Technology (ICT) and internet resources by students, staff, parents/carers, and visitors at BHES. It aims to ensure that all users engage with technology safely, responsibly, and in alignment with the values and safeguarding standards of Bristol City Council.

2. Scope

This policy applies to:

- All BHES students (in hospital, at home, or in outreach settings)
- All BHES staff and volunteers
- Parents/carers supporting students with remote learning
- Any third-party users accessing BHES ICT systems

3. Aims

- To protect users from online harm and promote digital safety
- To encourage responsible, respectful, and ethical use of technology
- To ensure compliance with Bristol City Council's safeguarding and data protection policies
- To support inclusive, accessible, and equitable digital learning environments

4. Acceptable Use Guidelines

1. For Students

- Use ICT equipment solely for educational purposes
- Treat others with respect online—no cyberbullying, harassment, or inappropriate messaging
- Do not access, share, or create harmful, illegal, or inappropriate content
- Keep personal information private and never share passwords
- Report any online concerns to a teacher or trusted adult immediately

2. For Staff

- Follow Bristol City Council's Acceptable Use Policy and safeguarding procedures
- Supervise students during all online activities
- Use secure platforms for communication and data sharing
- Report any breaches of this policy or safeguarding concerns promptly

3. For Parents/Carers

- Support your child in using technology safely at home
- Monitor online activity during remote learning
- Encourage open dialogue about digital wellbeing and online experiences

5. Prohibited Activities

- Accessing or distributing offensive, violent, or extremist content
- Using ICT for personal gain, illegal activities, or political lobbying
- Installing unauthorized software or attempting to bypass security systems
- Using another person's login credentials

6. Monitoring and Enforcement

BHES reserves the right to monitor ICT usage to ensure compliance with this policy. Breaches may result in restricted access, disciplinary action, or referral to external authorities.

7. Monitoring by Bristol City Council

Bristol City Council provides ICT infrastructure and support services to BHES, including internet connectivity and filtering systems. As part of this provision:

- Internet activity is monitored using council-approved filtering and safeguarding software
- Attempts to access harmful websites, use unsafe search terms, or breach data protection are automatically logged and reported
- Alerts are sent to BHES safeguarding leads or designated ICT coordinators, including timestamps, user details, and the nature of the flagged content
- Regular audits and reports are shared with BHES leadership to support safe digital practices and inform training or policy updates

This monitoring complies with GDPR and UK data protection laws and reflects the Council's commitment to safeguarding children and young people.

8. Staff Misuse of ICT and Internet

- The incident will be investigated by the designated safeguarding lead or senior leadership team
- Access to ICT systems may be restricted or suspended depending on the severity
- Disciplinary procedures may be initiated in line with Bristol City Council HR policies
- Where safeguarding or legal concerns arise, the matter may be referred to external authorities

9. Student Misuse of ICT and Internet

- The incident will be reviewed by the class teacher and safeguarding lead
- Parents/carers will be informed and involved in discussions
- Educational or pastoral support will be provided to address the behaviour
- In serious cases, ICT access may be restricted and safeguarding procedures followed

Appendix: Agreement Forms

Staff Agreement Form

I have read and understood the BHES ICT and Internet Acceptable Use Policy. I agree to comply with the guidelines and responsibilities outlined in the policy. I understand that any misuse of ICT resources may result in disciplinary action in accordance with Bristol City Council HR policies.

[Staff agreement link](#)

Student Agreement Form

I have read and understood the BHES ICT and Internet Acceptable Use Policy. I agree to use ICT resources responsibly and follow the rules set out in the policy. I understand that misuse of ICT may result in restricted access and other appropriate actions.

[Student agreement link](#)

Parent/Carer Agreement Form

I have read and understood the BHES ICT and Internet Acceptable Use Policy. I agree to support my child in using technology safely and responsibly. I understand the importance of monitoring and encouraging safe digital practices at home.

[Parent agreement link](#)

Visitor Agreement Form

As a visitor to Bristol Hospital Education Service (BHES), I understand that access to ICT resources is provided for educational and professional purposes only. I agree to use all ICT equipment and internet services responsibly and in accordance with BHES safeguarding and acceptable use standards. I will not access or share inappropriate content, and I will report any concerns to a member of staff immediately.

[Visitor agreement link](#)