

The Pioneers Academy

Electronic Information and Communications Policy

Policy and Procedures • 2026–2027

School	The Pioneers Academy
Policy owner	Headteacher / ICT Safety Lead Mr Maniam
Effective from	September 2026
Review date	September 2027, or sooner if legislation/guidance changes
Primary statutory/guidance basis	UK GDPR; KCSIE 2026; DfE online safety expectations

1. Purpose and Scope

The Academy's electronic systems must be used safely, lawfully and professionally. Staff and pupils must protect passwords, respect confidentiality and avoid accessing or sharing inappropriate material.

2. Policy Statement and Procedures

School systems may be monitored for safeguarding, security, operational and compliance purposes in accordance with law and Academy procedures.

Staff must use approved accounts and platforms for school business. Confidential pupil or staff information must not be transferred through personal accounts or insecure channels.

Online safeguarding concerns, cyberbullying, harmful content and suspicious activity must be reported promptly to the appropriate staff member and, where relevant, the DSL or ICT safety lead.

3. Roles and Responsibilities

The Headteacher has overall responsibility for implementation and review. Relevant designated leads coordinate day-to-day arrangements within their area. All staff are expected to follow the policy, maintain appropriate records and raise concerns promptly. Pupils and parents/carers are expected to follow the Academy's published expectations and cooperate with reasonable procedures.

4. Monitoring, Review and Record Keeping

Implementation will be monitored through appropriate records, audits, pupil/parent feedback, incident information, attendance or participation data and review by senior leaders. The policy will be reviewed at least annually unless a different statutory review period applies, and immediately where significant legal or operational changes require it.

5. Related Policies and Guidance

This policy should be read alongside the Academy's safeguarding and child protection arrangements, behaviour policy, attendance procedures, equality arrangements, data protection arrangements and any relevant individual plans or risk assessments.

6. Approval

Approved by: Headteacher

Next review: September 2027

References

- Department for Education, Keeping Children Safe in Education 2026, where relevant.
- Department for Education statutory guidance and current legislation relevant to this policy.
- The Pioneers Academy's other current policies and procedures.