



*'Unique learners.  
Limitless learning.'*



18th October 2024

Our ref: DBA/023/KB

Dear Parent/Carer

**Re: Safe and acceptable use of ICT, the internet and social media**

In a fast-paced world where technology is constantly advancing and social media is becoming more and more part of day-to-day life, I wanted to clarify our school's approach to the use and misuse of social media, as I know that this has been a source of concern for some parents and carers recently.

To minimise incidents in school we do not allow the use of personal mobile phones and devices belonging to staff within classrooms and learning spaces; staff are only permitted to use their personal devices in designated staff rooms. Some of our staff have mobile phones provided by the school. There are occasions when a staff member may need access to their personal device, for example on a school trip, however this requires special authorisation from a member of the senior leadership team. Where pupils are concerned, any personal electronic devices (e.g. mobile phones, iPads) brought into school are handed in upon arrival and re-distributed at the end of the school day, unless of course a pupil needs their electronic device to support their communication.

Staff are aware and regularly reminded about our 'acceptable use of ICT and the internet' policy. If any aspect of ICT is misused in the school or when using our equipment, we will identify and address this misuse immediately. Fortunately, this type of misuse is incredibly rare but proportionate action will always be taken in response to any breach of policy.

The benefits of using technology to enhance learning opportunities for our pupils are wide ranging, and social media is undoubtedly a powerful tool for communicating with our wider community and sharing the fantastic work that goes on in our school. To ensure safe and appropriate practice around the use of ICT and social media, to support you as parents and carers and to safeguard our pupils and staff, the school will:

- Continue to educate pupils, staff, parents and carers about the potential dangers of inappropriate use of the internet and social media. This will be through PSHE lessons, assemblies, parent information and workshops, and staff training and updates to ensure key policies are enforced and adhered to.
- Continue to monitor pupil and staff use of any form of ICT or social media, and immediately deal with anything deemed unacceptable or inappropriate.

***IF YOU REQUIRE ANY LETTERS TRANSLATING, PLEASE CONTACT THE SCHOOL***

Ambergate Campus, Dysart Road, Grantham, NG31 7LP. Tel: 01476 564957 Sandon Campus, Sandon Close, Grantham, NG31 9AX. Tel: 01476 564994

[enquiries@ganf-cit.co.uk](mailto:enquiries@ganf-cit.co.uk)



[www.ganf-cit.co.uk](http://www.ganf-cit.co.uk)



CIT Academies is an exempt charity and a company limited by guarantee registered in England with the name Community Inclusive Trust.

The company's registered number is 9071623 and registered office is: C.I.T Academies, Warwick House, Long Bennington Business Park, NG23 5JR. T: 03300 585 520  
E: [enquiries@citacademies.co.uk](mailto:enquiries@citacademies.co.uk) W: [www.citacademies.co.uk](http://www.citacademies.co.uk)





*'Unique learners.  
Limitless learning.'*



- Refer anything that we believe could be defined as, or could potentially lead to a safeguarding issue, to the appropriate external agencies (e.g. the Local Authority or police)
- Continue to support parents and carers by providing advice on how to tackle inappropriate use of ICT, the internet or social media, either by their own child or others.

I hope that you find this information both useful and reassuring. By working together, I trust that we can keep all our pupils and staff as safe as possible.

If you have any worries or concerns about your child, or any questions about our school policies and practices, please do not hesitate to get in touch. We are always happy to help.

Thank you for your support and cooperation.

Yours sincerely

Daley Barber-Allen

Headteacher

**IF YOU REQUIRE ANY LETTERS TRANSLATING, PLEASE CONTACT THE SCHOOL**

Ambergate Campus, Dysart Road, Grantham, NG31 7LP. Tel: 01476 564957 Sandon Campus, Sandon Close, Grantham, NG31 9AX. Tel: 01476 564994

[enquiries@ganf-cit.co.uk](mailto:enquiries@ganf-cit.co.uk)



[www.ganf-cit.co.uk](http://www.ganf-cit.co.uk)



CIT Academies is an exempt charity and a company limited by guarantee registered in England with the name Community Inclusive Trust.

The company's registered number is 9071623 and registered office is: C.I.T Academies, Warwick House, Long Bennington Business Park, NG23 5JR. T: 03300 585 520  
E: [enquiries@citacademies.co.uk](mailto:enquiries@citacademies.co.uk) W: [www.citacademies.co.uk](http://www.citacademies.co.uk)

