



## ACCEPTABLE USE POLICY - STUDENTS

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*This policy was approved by Governors on 28th November 2024, to be reviewed in 2026.*

### **School Policy**

ICT is seen as beneficial to all members of the School in supporting learning, teaching, research, administration and approved business activities of the School. The School's ICT facilities provide a number of integral services and, therefore, any attempt to misuse a computer system could cause significant disruption to other users at the School. This could also lead to breaches of the data protection rights of a number of individuals causing harm to those individuals, and to the School.

This Acceptable Use Policy is intended to ensure:

- that all users will be responsible and stay safe while using the school's ICT devices, systems and services.
- that school devices, systems, services and users are protected from accidental or deliberate misuse that could put the security of these systems and users at risk.
- they will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

### **Acceptable Use Policy**

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

#### **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and digital communications. Both inside and outside of school when using the school account.
- School accounts on managed devices will have Smoothwall Cloud Filter and Smoothwall Monitor applied to those accounts 24/7/365 for monitoring and safeguarding.
- I understand that the rules set out in this policy also apply to use of these technologies (e.g. Chromebooks, email, Google Workspace etc.) on school accounts out of school, and to the transfer of personal data (digital or paper based) out of school.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.

- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- If I arrange to meet people off-line that I have communicated with on-line, I will do so only after having discussed such plans with a trusted adult and any meeting will take place in public and in the presence of a trusted adult.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I may not access the internet except through the school network whilst on site.

**I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school's systems and devices are primarily intended for educational use and that I will not use school accounts for personal or recreational use unless I have permission.
- I will not share access details to the school's network or wi-fi password with anyone else.
- I will not (unless I have permission) make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school's systems or devices for on-line gaming, gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission from a member of ICT staff to do so.
- I will act as I expect others to act toward me.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will not transmit, re-transmit, publish or store material or messages on or through the school network which could be perceived as bullying, threatening, abusive, hateful, indecent, harassing, offensive or defamatory. I must report any inappropriate messages or information immediately to the ICT team; this will help protect you and other students.
- I will not take or distribute images/videos of anyone without their permission.
- I will not use AI technologies to create content (text, images & video) that may cause harm or distress to others or produce inappropriate results (images/videos for example).

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me whilst ensuring the smooth running of the school:**

- For Sixth Form only: I understand that if I use my own devices in the school, I will follow the rules set out in this policy, in the same way as if I was using school equipment. Wi-fi access is granted via a separate request form and may require a certificate to be installed on a personal device.

- KS3/KS4 devices **must** only be managed Chromebooks as part of the Chromebook 1:1 scheme, no other device is allowed to be used in school.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not use any programmes or software (VPN's for example) that might allow me to bypass the filtering/security systems in place to protect me and others whilst using the school systems/devices. This also includes the probing and scanning for network/system vulnerabilities.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- Writing to external storage media (hard drives, memory stick & any other external storage media) is prohibited due to data security.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others, nor will I alter settings.
- School accounts should not be used to store personal data (i.e photos, videos, music, documents, etc) as this may get flagged if searching for data due to subject access requests or other searches. This could also be deemed as copyright infringement as the school may not own that material.

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this policy, when I am out of school and where they involve my membership of the school community (examples would be online-bullying, use of images or personal information).
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal/school technologies such as chromebooks, mobile phones and

other devices.

**I know that if I do not follow the AUP then**

- This could include: loss of access to the school network/internet, detentions, suspensions, contact with parents.
- The Head of Year will take appropriate actions.
- In more serious situations this will be referred to the Deputy Headteacher and in the event of illegal activities involvement of the police.

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use policy. If you do not sign and return this policy, access will not be granted to school systems and devices.

**Learner Acceptable Use Policy Form**

This form relates to the learner acceptable use policy; to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use policy. If you do not sign and return this policy, access will not be granted to school systems. **This is also available to read and agree via a Google Form link [here](#)**

**I have read and understand the above and agree to follow these guidelines when:**

- I use the school's systems and devices (both in and out of school).
- I use my own equipment in and out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, Google Classroom, website etc.

Resources like [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) will enable me to find out more about keeping safe online if required.

Name of Learner: \_\_\_\_\_

Group/Class: \_\_\_\_\_

Signed: \_\_\_\_\_

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

**Please note that by continuing to use the school systems you are agreeing to abide by the guidance above.**