



Acceptable Use Policy

STUDENTS

Policy review:	June 2025
Next review:	June 2027
Responsible:	School Business Manager
Link Committee:	Business

This guidance is for all students. In order to use school ICT facilities, students need to read, understand and agree to the following:

1. Logins and Passwords

Every student has an individual computer login and password. You should never use anyone else's details or allow anyone else to use your details. Change your password if you think someone else may have your details and report it to a teacher.

2. Use of the Internet

Be respectful online. Consider what you are saying, and how somebody else might read it as some things you write may be read incorrectly. The internet is not to be used to access anything which is illegal, or anything that someone else may find offensive. This includes indecent images, extremist or discriminatory material, racial or religious hatred. If you are unsure, or if you come across anything which makes you feel uncomfortable, you should turn your computer monitor off and talk to a teacher.

3. Social Media

Social media sites aren't permitted to be used in school and we advise all students to be very cautious if considering using social media outside of school and to speak to your parents about this. There are age restrictions for most social media sites that students should ensure you adhere to. If choosing to use social media outside of school, never upload pictures or videos of others without their permission. It is also not advisable to upload pictures or videos of yourself as they can easily be manipulated and used to cause upset. You should never make negative remarks online about the school or any member of the school community. Any form of online bullying or abuse will be dealt with seriously using our behaviour policy – this is regardless of if this takes place inside or outside of school.

4. Fake Profiles

Beware of fake profiles and people pretending to be somebody else. If something doesn't feel right follow your instincts and report it to an appropriate adult. Never create a false profile as a joke and pretend to be somebody else as this can have serious consequences.

5. Chat Rooms

Some websites and social networking sites have a chat facility. You should never chat to anyone that you don't know or don't recognise. It is highly recommended that you never meet a stranger after meeting them online.

6. Artificial Intelligence (AI)

AI is a largely unknown world and we advise students to take care when using it. Using AI tools and generative chatbots (such as ChatGPT or Gemini) are not permitted in school, especially during assessments, including internal and external assessments, and when writing coursework. Students must also ensure that AI is not used to write their homework or class assignments.

7. Extremism and radicalisation

Individuals, groups and organisations with extreme and radicalised views use the internet to influence young people. Do not access any websites or social media pages that promote such views. The school has systems in place to block extremist material and monitor students who try to access it. Any student found accessing such material will be reported to the relevant authorities and sanctioned in line with the school behaviour policy.

8. Security

You should never try to bypass any of the security in place on the school network, this includes using proxy bypass sites. This security is in place to protect you from illegal sites, and to prevent hacking into other people's accounts. If the school suspects that this is happening, we may issue a sanction, including a ban.

9. Copyright and Plagiarism

You should never take information from the internet and use it as your own. A lot of information is copyrighted, which means that somebody else owns it and it is illegal to use this information without permission from the owner. If you are unsure, ask an adult.

10. Mobile Phones

Phones should be kept out of sight at all times when in school and used appropriately outside of school. Never take inappropriate pictures of yourself and send to your friends or upload onto social networking sites. Never forward inappropriate pictures that you have received from somebody else. If using any chat groups, such as on Whatsapp, ensure that you are respectful to all members of the group. Any incidents of bullying or inappropriate use that are reported to the school will be dealt with using the school behaviour policy, regardless of if it took place in or outside of school.

11. Use of ICT in lessons and using school ICT equipment

ICT facilities must be used in lessons only as directed by the class teacher. Any other use of ICT during lesson time will be considered off task and sanctioned accordingly. Treat all school equipment with care and respect. Report any problems to a member of staff. If you have loaned equipment from the school, you must have signed the 'IT Loan Agreement.'

12. Cyber-bullying

Never use the internet or other ICT communication to bully or make fun of people. It can have very serious consequences. Report incidents of cyber-bullying to a responsible adult or anonymously through the SHARP system on the school website.

Agreement and Understanding

The school assumes you have read and understood all of the above. Please also understand that any of your electronic communications can be viewed to ensure your and others wellbeing and that any electronic communications within or related to school are not private.

Failure to follow this guidance, or deliberate misuse of school ICT, may result in a sanction.