



# Online Safety Policy – Section 3

## ICT Acceptable Use – Students

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### Revision History

<b>Version</b>	<b>Date</b>	<b>Reason for most Recent Revision</b>
v1.0	October 2016	Reorganisation of Online Safety Policies. (ICT-POL-003 – Bring Your Own Device has been subsumed into this section.)
v1.1	March 2019	Reviewed. No changes made.
v1.2	November 2022	Minor changes to nomenclature (devices).
v2.0	May2024	AI Section added to Senior, Changes to AUP and AUP Year Groups



# ONLINE SAFETY POLICY - SECTION 3

## ICT ACCEPTABLE USE

ICT-POL-004-S003 |v1.2|Effective Nov 2022

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### Contents

<b>1 INTRODUCTION</b>	<b>3</b>
<b>2 GENERAL USAGE</b>	<b>3</b>
<b>3 PRIVACY AND ACCESS</b>	<b>3</b>
<b>4 LIABILITY AND RIGHTS</b>	<b>3</b>
<b>5 ACCEPTANCE AND CONSEQUENCE</b>	<b>4</b>
<b>6 APPENDIX A: NURSERY TO YEAR 2 PUPIL ICT ACCEPTABLE USE POLICY</b>	<b>5</b>
6.1 INTRODUCTION	5
6.2 ICT SAFE AND SENSIBLE CODE OF CONDUCT	5
<b>7 APPENDIX B: YEAR 3 TO YEAR 6 PUPIL ICT ACCEPTABLE USE POLICY</b>	<b>6</b>
7.1 INTRODUCTION	6
7.2 ICT SAFE AND SENSIBLE CODE OF CONDUCT	6
<b>8 APPENDIX C: SENIOR SCHOOL STUDENT ICT ACCEPTABLE USE POLICY</b>	<b>7</b>
8.1 INTRODUCTION	7
8.2 ICT ACCEPTABLE USE	7



# ONLINE SAFETY POLICY - SECTION 3

## ICT ACCEPTABLE USE

ICT-POL-004-S003 |v1.2|Effective Nov 2022

---

### 1 Introduction

The purpose of this policy is to define the acceptable use of ICT for pupils. This will enable pupils to use ICT safely, responsibly and legally. The school recognises that such guidance must be age-appropriate in order for pupils to understand the expectations; therefore the Pupil AUPs are written for Infant, Junior and Senior School pupils.

This policy does not exhaustively enumerate all possible violations; therefore if pupils are in any doubt regarding the acceptable use of ICT they must raise this with a member of staff.

### 2 General Usage

When using ICT pupils are responsible for their own actions and behaviour as per the expectations for general conduct within school. This also applies when accessing school ICT facilities externally. The school provides ICT facilities for pupils to support learning, therefore any activities contrary to this purpose are prohibited. Examples of unacceptable usage include:

- Engaging with illegal, fraudulent or malicious activity that may cause harm, violation or bring themselves and/or the School into disrepute.
- Accessing or uploading material that is deemed inappropriate (such as discriminatory, threatening, pornographic, sexual, obscene or regionally insensitive material).
- Recording or distributing material without consent (such as recording video, photos, documents or files).
- Deliberate wastage or irresponsible consumption of resources (such as printing without teacher/adult authorisation)
- Attempting to install software or make system changes.
- Attempting to retrieve/send restricted or privileged information by representation as another user or by exploiting a breach in security.
- Attempting to cause disruption to ICT Services through deliberate misuse.

When using ICT facilities pupils must operate equipment as intended and with respect. Any damage or malfunction should be reported immediately to the supervising teacher or adult. Repairing or dismantling ICT equipment must never be attempted.

### 3 Privacy and Access

Pupils are responsible for all activity undertaken by their user account. Therefore, passwords for all school ICT systems must not be disclosed (unless instructed to do so by a teacher or IT Support member of staff). Pupils can change passwords at any time from a device or via a request to IT Support. If unauthorised access is suspected this must be reported immediately to a teacher or adult.

### 4 Liability and Rights

Pupils accept that all ICT activity is monitored and recorded. This includes activities from personal devices when using school ICT facilities. The school reserves the right to search for and view any content stored or accessed using a device on school grounds where there is reasonable suspicion of policy breach, or to exclude a pupil(s) from investigation. A device may also be accessed for pastoral guidance purposes (for example, to



# ONLINE SAFETY POLICY - SECTION 3

## ICT ACCEPTABLE USE

ICT-POL-004-S003 |v1.2|Effective Nov 2022

---

ensure that screen time usage or installed apps/content are appropriate) and/or if there is a safeguarding concern.

The school makes every effort to safeguard against the risks associated with using ICT. This includes:

- Internet filtering. To minimise unsuitable content on the Internet.
- Antivirus software. To minimise the infection/spread of viruses or malware.
- Security and Backup. To protect and backup data held in Google Drive and Cloud Systems.

By using the School's ICT facilities or by bringing in a personal device, it is accepted that the School is unable to assume liability for any damages or loss, however so caused.

The school reserves the right to withdraw access to ICT systems at any time and without prior notice.

### **5 Acceptance and Consequence**

By using the School ICT facilities pupils agree to comply with the Pupil ICT Acceptable User Policy. Where a pupil breaches the AUP, the School may apply a sanction that is appropriate and proportionate to the severity of the breach. In the most serious case this could lead to expulsion. These actions will follow the procedures detailed in the School's Behaviour Policy.



## 6 Appendix A: Nursery to Year 2 Pupil ICT Acceptable Use Policy

### 6.1 Introduction

This Pupil ICT Acceptable Use Policy (AUP) is shared directly with pupils to emphasise the key expectations (appropriate to their age range). Pupils are advised that if there is any doubt regarding if an ICT activity is deemed acceptable, they must first raise this with an appropriate member of staff.

### 6.2 ICT Safe and Sensible Code of Conduct

As an ICT user:

1. I am responsible for my own behaviour and actions when using school ICT or my own device.
2. I am always polite and kind to others when using ICT.
3. I always use ICT equipment carefully and look after it properly.
4. I always ask my teacher if I am allowed to use ICT.
5. If there is a problem or if I need help, I will always tell a teacher.



## 7 Appendix B: Year 3 to Year 6 Pupil ICT Acceptable Use Policy

### 7.1 Introduction

This Pupil ICT Acceptable Use Policy (AUP) is shared directly with pupils to emphasise the key expectations (appropriate to their age range). Pupils are advised that if there is any doubt regarding if an ICT activity is deemed acceptable, they must first raise this with an appropriate member of staff.

### 7.2 ICT Safe and Sensible Code of Conduct

As an ICT user:

1. When using school ICT, or my own device, I am responsible for my own behaviour and actions (just like when I am in my classroom). There may be serious consequences if I break the ICT Safe and Sensible Code of Conduct.
2. My password is a secret and I must not let other people logon to my account. If I think someone knows my password I will inform a teacher.
3. I use ICT to help me learn and I must not let it distract my learning or that of others'.
4. I am always polite and respectful when using ICT to communicate to others, for example, using email, blogs or social networking sites.
5. I will not search for content (images/video/websites) that people may find upsetting or offensive.
6. I will always ask permission before I record videos or take photos of other people.
7. I will never put anyone's identity at risk (including my own) by posting photos, videos or personal information online.
8. I will use ICT equipment carefully and will look after it properly.
9. I will ask my teacher if I am allowed to use ICT, especially when using my own device.
10. If there is a problem or if I need help, I will always speak to an adult.
11. I will not mis-use the school's network or try to bypass safety controls.
12. I will not use AI applications that have not been approved by the school.



## 8 Appendix C: Senior School Student ICT Acceptable Use Policy

### 8.1 Introduction

This Pupil ICT Acceptable Use Policy (AUP) is shared directly with pupils to emphasise the key expectations (appropriate to their age range). Students are advised that if there is any doubt regarding if an ICT activity is deemed acceptable, they must first raise this with an appropriate member of staff.

### 8.2 ICT Acceptable Use

As a Senior School student ICT user I accept the following:

1. When using the School's ICT facilities (with a school-owned or personal device), I am responsible for my own actions and behaviour like I am for my general conduct within school. This also applies if I access school ICT facilities from outside the campus.
2. I will use ICT safely, responsibly and legally for the purpose of learning. If I have any doubt concerning if an activity is acceptable I will ask a member of staff before this is undertaken. I understand that any of the activities below are not acceptable:
  - a. Engaging with illegal, fraudulent or malicious activity that may cause harm, violation or bring myself and/or the School into disrepute.
  - b. Accessing or uploading material that is deemed inappropriate (such as discriminatory, threatening, pornographic, sexual, obscene or regionally insensitive).
  - c. Recording and/or distributing material without consent (such as recording video, photos, documents or files). Particularly with regard to social media or web-based sharing sites.
  - d. Deliberate wastage or irresponsible use of resources (such as printing without teacher/adult authorisation).
  - e. Attempting to install software or make system changes.
  - f. Attempting to retrieve/send restricted or privileged information by representing myself as another user or by exploiting a breach in security.
  - g. Attempting to cause disruption to ICT Services through deliberate misuse.
  - h. I must not attempt to bypass the school's safety controls and understand that I am not allowed to use a VPN, DNS redirection, or any similar methods to circumvent safety controls or access anything I am not allowed to.
3. When using ICT facilities I will operate equipment as intended and treat it with respect. Any damage or malfunction should be reported immediately to the supervising teacher or IT Support Staff. I must never attempt to repair or dismantle the ICT equipment.
4. I am responsible for all activity undertaken on my user account. Therefore, I will not disclose my password for any school ICT system (unless instructed by a teacher or member of IT Support staff). If I suspect my password has been discovered I will change it immediately and inform a member of staff.
5. I accept that all ICT activity using school facilities is monitored and recorded. This includes activities from personal devices when using school ICT provision.
6. By using the School's ICT facilities or by bringing in a personal device, I accept the School assumes no liability for any damages or loss, however so caused. It is my responsibility to ensure I backup important files and must take care when transferring/deleting my data.



# ONLINE SAFETY POLICY - SECTION 3

## ICT ACCEPTABLE USE

ICT-POL-004-S003 |v1.2|Effective Nov 2022

7. If I breach any item from the Student ICT Acceptable User Policy, I understand the School may apply a sanction in accordance with the Behaviour Policy that is appropriate and proportionate to the severity of the breach. In the most serious case this could lead to expulsion.

### 8.3 Acceptable Use Policy (AUP) for Student AI Use

Senior School students must read the AI Guidance for Senior Students before using AI tools in School.

As a Senior School student who may be using Artificial Intelligence (AI) tools for learning, I accept the following:

1. When using AI, I am responsible for my own actions and behaviour, just as I am for my general conduct within school. This also applies if I am using AI outside of school.
2. Students are responsible for their behaviour when using AI; this includes accessing resources, sharing of information, and the language used. Students should not deliberately search, download or upload material that could be considered offensive or illegal, or that breaches our data guidelines. If students accidentally come across any such material, they should report it to a teacher immediately.

#### Responsible Use of AI

I understand the following actions are not appropriate uses of AI:

- Using AI for the creation of deep fakes or impersonation, harassment or bullying, criminality, coercion, grooming, exploitation, or harmful content creation.
- Uploading school materials (e.g., past papers, textbooks, worksheets, curriculum materials) to AI tools.
- Inputting any personally identifiable information, such as name, date of birth, address, school, email address, or any other information protected by data protection law. This includes uploading images of individuals.
- Relying on AI without verifying accuracy and checking for bias.
- Seeking emotional or social support from AI instead of the school pastoral team.
- Attempting to bypass the school's safety controls or using VPNs, DNS redirection, or similar methods to access restricted content.
- Engaging in illegal, fraudulent, or malicious activity that could cause harm or bring the school into disrepute.
- Creating, recording and/or distributing material without consent (such as video, photos, or documents), especially on social media or web-based sharing platforms.
- Deliberately misusing ICT and AI services to cause disruption.

#### Academic Integrity and AI Use in Writing

I understand the following:

- Submitting AI-generated content as original work is considered academic misconduct, including:
  - Using AI to replace analysis, evaluation, or scientific conclusions.
  - Using AI to complete assignments.
  - Using AI to suggest alternative phrasing or to edit work.
- AI should only be used for research purposes and writing support.
- AI-generated content must be declared and cited following school guidelines.
- I am responsible for reviewing and editing AI-assisted content to correct inconsistencies and biases.
- Failure to declare the use of AI will be treated as academic misconduct.



# ONLINE SAFETY POLICY - SECTION 3

## ICT ACCEPTABLE USE

ICT-POL-004-S003 |v1.2|Effective Nov 2022

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### Consequences of Misuse

- Any violation of this policy will be addressed under the school's Behaviour Policy and Academic Integrity guidelines.
- Misuse of AI may result in sanctions, including loss of access to digital tools, academic penalties, or disciplinary actions.