Acceptable Use Policy (Students)

Last Review:	Nov 2026
Committee:	SLT
Date Ratified:	10.11.2026

1.1. Purpose

The School recognises that digital technologies play a vital role in learning, communication and everyday life. This policy aims to ensure that all students use technology safely, responsibly, respectfully and legally.
The policy supports:

- Safe and effective use of technology.
- Protection of students and staff online.
- Positive digital citizenship.
- Compliance with safeguarding and data protection requirements.
- Responsible use of artificial intelligence and emerging technologies.

1.2. This Acceptable Use Agreement is intended to ensure that;

- students' will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use,
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk,
- will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

1.3. This policy has been informed by a range of material from organisations with experience and expertise in the area of online safety. These include the South-west Grid for Learning (SWGfL) and the Child Exploitation and Online Protection Centre (CEOP).

1.4. This policy should be read in conjunction with the School's Safeguarding and Child Protection, Data, Behaviour, Online Safety and ICT policies.

2. Student Acceptable Use Policy Agreement

2.1. 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.

2.2. For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- 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 choose a password that I am likely to remember, but that others will not easily guess.
- Passwords may be changed and I will regularly do so to prevent breaches of security.
- I will speak to my ICT Teacher or an ICT Technician if I need a new password.
- 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.).
- I will **NOT** arrange to meet people off-line that I have communicated with on-line.
- 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 understand that everyone has equal rights to use technology as a resource, and I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

2.3. I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing or video broadcasting (e.g. YouTube):

- 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 be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- When using the School's ICT facilities I will follow the expectations as set out in Appendix 1.

2.4. I will not take or distribute images of anyone without their permission. I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones) in school if I have permission.
- I understand that, if I do use my own devices in the school I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- 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 email's contents or origins (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

2.5. I will only use social media sites with permission and at the times that are allowed 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.

2.6. I will only use the School Email System, and the school's learning platforms of *Show My Homework* for school related work:

- I will ensure I only send appropriate messages to both teachers and other students through school email.
- While using the school learning platforms I will respect other members of the group and never communicate inappropriately.
- I will never use the school email for distributing, accessing or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment or bullying.
- The work I produce will never infringe upon copyright or accessing copyrighted information in a way that violates the copyright holder – Always reference the work used.
- I will never use the school learning platforms and email communication system for personal use or sending chain letters, social media material or blogging inappropriate images, etc.
- I will always ensure I do not use the school learning platforms to share personal information, such as full names, locations, family information, phone numbers, etc.

2.7. When accessing live streaming or video conferencing on either Microsoft Teams/Zoom I will remember that this is an extension of the classroom and I should conduct myself as I would in a classroom. This means I will:

- Join these meetings from an environment that is quiet, safe and free from distractions in a common space and within earshot of parents (and not a bedroom). A kitchen table, home office or family space is recommended.
- Be on time for the interactive session – aim to be there 5 minutes early.
- Be dressed appropriately for learning in home clothes (e.g. no pyjamas).
- Remain attentive during sessions and ensure that I am free from distractions. I will not be using personal social media whilst speaking to my teacher.
- Use headphones to listen to my teacher in online sessions if it helps to avoid distractions.

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

- I understand that it is the school's policy to monitor the activities of computer users on a random basis. Any complaint relating to the use of the ICT facilities will be

investigated. School staff may inspect the content of any file including e-mail messages and online activity at any time.

- 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 agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement I will be subject to disciplinary action. This may include loss of access to the school network/internet, contact with parents and in the event of illegal activities involvement of the police. In addition, I may be charged for replacements and extra work arising as a result of computer misuse for which they are directly responsible.

3. Artificial Intelligence (AI)

Students may only use AI tools where permitted by their teacher.
Students must:

- Use AI to support learning rather than replace it.
- Submit their own work unless specifically directed otherwise.
- Acknowledge the use of AI where required.
- Check the accuracy of information produced by AI systems.
- Not use AI to cheat, plagiarise or complete assessments dishonestly.
- Not upload confidential, personal or sensitive information into AI systems.

Misuse of AI may be treated as academic misconduct.

4. Digital Citizenship

Students are expected to:

- Treat others respectfully online.
- Consider the impact of their online behaviour.
- Report harmful or concerning content.
- Respect differing views.
- Uphold the School's values in all online interactions.

Students should understand that online actions can have real-world consequences.

5. Monitoring

The School may monitor the use of its systems, devices and networks to ensure safeguarding, security and appropriate use. Monitoring will be carried out in accordance with legal and data protection requirements.

Appendix 1 : Student Use of ICT Facilities in School

1. School Facilities

- As a student of Oldfield School you are entitled to use the ICT facilities in school and you are expected to use them in a responsible way.

2. Responsible Use

- School ICT facilities are provided for you to use for your education. Other use is generally not permitted.
- Do not attempt to access websites that have been blocked. These will generally include all chat rooms, social sites such as Facebook, bulletin board services, web-based e-mail, torrent sites and sites containing offensive material.
- Game playing is not permitted except for educational games used in lessons under the supervision of teachers.

3. Good Working Practice and Avoiding Damage to Equipment

- Adjust your seat to obtain a comfortable working position. Avoid staring at the screen for long periods – look away from the screen occasionally to avoid eyestrain.
- You may adjust the position of the keyboard and mouse to suit your needs, but you should not attempt to move the computer or monitor units.
- You must not eat, drink or place food or drink near the computers. A tiny spill or a few crumbs can easily ruin the function of delicate and expensive equipment.
- Any deliberate damage to equipment (including computers, mouse mats and furniture) will be treated as a serious breach of regulations and will be charged for.
- Leave the Computer room in a tidy state. Remove your scrap papers, tidy away headphones if used and push your chair under the table.
- You should log off (not shut down) when you have finished using the computer.
- Computers not in the main computer rooms should be shut down at the end of the day.
- Report technical faults to an ICT technician. Do not attempt fixes yourself.
- Downloading and installation of large files slows the system and is not permitted, without a member of staff's permission e.g. screen savers, MP3 files, games, etc.

4. Printing

- Remember that once you press 'Print', your work will be held on a print queue until you release the job on any MFD (Multi-Functional Device) located throughout the school. Jobs not released from the queue will automatically be deleted after 24 hours.
- When printing from the Internet, 'Print' will print the whole of the web-page you are on. This may run to lots of pages of paper, which wastes time, toner and paper. It is better to copy and paste the section you want to a new Word document, and then print that. Ask an ICT Technician or teacher for help if you need it.
- You are allocated a number of printer credits per term. Printing in mono costs 1 credit per page, colour 2 credits per page. You can check your current credit status by viewing the Papercut status box in the top right of your screen.
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If you have any queries relating to this appendix, please contact Mr Morris (Network Manager) or an ICT Technician.