Acceptable Use Policy – Students (Including use of Mobile Devices)

Name of the Owner: Alistair Downs
Name of the Author: Ann Philip
Date of Last Review: 28.08.2025
Date of Next Review: 01.09.2026

Purpose
This Acceptable Use Policy (AUP) outlines the acceptable behaviours and practices when using school-provided technology resources and networks. It is designed to ensure a safe, secure, and productive technology environment for all students.

Scope
This policy applies to all students who have access to school-provided technology resources, including but not limited to computers, tablets, internet access, software, mobile phones and communication tools and BYOD (Bring Your Own Device).

1. Responsible Use
Students are expected to use school technology resources responsibly and with respect for others. Personal use should be limited and in accordance with school guidelines.

2. Mobile Phone Usage
- Students are **not** permitted to use their mobile phone on school premises **for personal use** (with the exception of contacting parents/guardians when needed and with school permission).
- Students are permitted to use their mobile phones on school premises for educational purposes **as directed by teachers**. The use of mobile phones during instructional time should be approved by the teacher. Prep school students are only allowed to use their mobiles to contact parents at the end of the day.
- Our (Positive Behavior Management Policy) outlines the procedures, consequences and escalation process for unauthorised phone usage in detail. Please refer to our Positive Behavioral Management Policy.

3. Internet Usage
Students must use the internet for educational purposes and research. Accessing inappropriate websites, including those containing explicit content, hate speech, or illegal materials, is strictly prohibited.

4. Data Security
Students are responsible for safeguarding their login credentials and personal information. Sharing passwords or attempting to access others' accounts is forbidden. Both students and families are responsible for this in Key stage 1.

5. Respectful Communication
All forms of communication, including emails, messages, and comments, should be respectful and appropriate. Bullying, harassment, or any form of offensive language is not tolerated.

6. Copyright Compliance:
Students must respect copyright laws and intellectual property rights when using digital resources. Plagiarism and unauthorized distribution of copyrighted materials are prohibited.

7. Software and Hardware:
Installing unauthorized software or altering school-provided hardware configurations is not allowed. Report any technical issues or concerns to the IT department promptly.

8. Reporting Violations:
Students must report any violations of this policy to a teacher or school administrator. Failure to report violations may result in disciplinary action.

9. Social Media Usage (for Secondary only):
Students should use social media platforms responsibly and in accordance with school guidelines. Posting inappropriate content, engaging in cyberbullying, or using social media for malicious purposes is not allowed.

10. Online Privacy:
Students are advised to be cautious about sharing personal information online. Respecting the privacy of others and refraining from sharing personal details without consent is imperative.

11. Online Etiquette:

Students must demonstrate proper online etiquette when interacting with peers, teachers, and staff. Using appropriate language, tone, and behaviour in all forms of digital communication is expected.

12. Device Care:

Students are responsible for the proper care and maintenance of school-provided devices. Reporting any damage or technical issues promptly to the IT department is essential.

13. Network Security:

Students should not attempt to bypass network security measures or access unauthorised areas of the school's network.

Reporting any security vulnerabilities or suspicious activities on the network is crucial.

14. Digital Citizenship:

Students are encouraged to be responsible digital citizens by engaging positively and constructively online. Understanding the impact of their online actions on themselves and others is key to fostering a healthy digital community.

15. Remote Learning Guidelines:

When engaging in remote learning activities, students must adhere to the same acceptable use policy as when on school premises.

Maintaining focus, participating actively, and respecting online classroom norms are essential for a productive learning environment.

16. Gaming and Entertainment:

Using school devices or networks for gaming and entertainment purposes is not permitted unless given explicit permission by the teacher and should be limited to non-instructional times. Prioritising educational tasks over recreational activities during school hours is expected.

17. Data Backup:

Students are encouraged to regularly back up important school-related data to prevent loss in case of device failures or technical issues. Utilising school-approved backup solutions or methods is recommended.

18. Multimedia Usage:

When creating or sharing multimedia content, students should ensure it aligns with school values and does not violate copyright laws.

Respecting intellectual property rights and giving proper credit for sources used in multimedia projects is mandatory.

19. Student-Owned Devices:

Students using their own devices (e.g., laptops, tablets, smartphones) must adhere to the same guidelines as those using school-provided technology.

The following expectations ensure responsible and safe use of technology:

- Devices must be used for school-related tasks during lessons unless otherwise permitted by the teacher.
- Students must not record, share, or post photos, videos, or personal information of others without consent.
- Personal devices must have up-to-date antivirus software and must not be used to access, share, or download malicious content.
- Students must only connect to the school's secure Wi-Fi for educational purposes and not attempt to bypass any security measures

20. Consequences (for Secondary only):

Violations of this Acceptable Use Policy may result in disciplinary action, including but not limited to loss of technology privileges, detention, suspension, or other appropriate measures.

APPENDIX

Personal Use Guidelines for use of Technology for Students at School

- **Respect School Policies**: Adhere to the school's technology policies and guidelines regarding device usage, internet access, and software installations.
- **Focus on Education**: Use technology primarily for educational purposes such as research, studying, creating projects, and collaborating with classmates.
- **Avoid Distractions:** Minimize distractions by refraining from visiting non-educational websites or using social media during class time.
- **Respect Others**: Be mindful of how your technology use may affect others. Keep noise levels down, avoid sharing inappropriate content, and respect others' privacy.
- **Protect Personal Information:** Safeguard your personal information and be cautious about sharing sensitive data online.
- **Cybersecurity Awareness**: Stay vigilant against cyber threats such as phishing scams, malware, and unauthorized access to your devices.
- **Device Care:** Take care of school-issued devices and your personal devices. Keep them secure, handle them with care, and report any technical issues promptly.
- **Digital Citizenship:** Practice good digital citizenship by being respectful online, engaging positively with others, and upholding ethical behaviour in all your digital interactions.
- **Balance Screen Time:** Maintain a healthy balance between screen time for educational purposes and other activities like physical exercise, hobbies, and face-to-face interactions.
- **Ask for Help:** If you encounter challenges or have questions about technology use at school, don't hesitate to seek guidance from teachers, IT staff, or other appropriate resources.

Acknowledgment

By using school technology resources, students acknowledge that they have read, understood, and agree to comply with this Acceptable Use Policy.

Signature: _____

Date: _____

This policy is subject to periodic review and updates to ensure its effectiveness in maintaining a safe and productive technology environment for all students.