



Acceptable Use of IT Policy – Pupils KS3-4

Reviewed on	Sept 2026	Review frequency	Annually
Next review due	Aug 2027	Template Yes / No	Yes
Owner	Director of IT	Approved by	Executive

1. History of Policy Changes

Date	Page	Change	Origin of Change

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3. Introduction

Technology is an important part of learning and school life. Access to school devices, accounts, networks and digital services is provided on the condition that pupils use them safely, lawfully, respectfully and responsibly.

IF SOMETHING GOES WRONG

STOP, DO NOT SHARE OR INVESTIGATE THE CONTENT, AND REPORT IT PROMPTLY TO A MEMBER OF STAFF OR THE DSL. REPORT SUSPECTED PHISHING, MALWARE OR ACCOUNT COMPROMISE TO IT OR A MEMBER OF STAFF.

4. I Agree that I Will

- Use school technology primarily for learning and other activities authorised by staff.
- Follow staff instructions, school behaviour expectations and the rules for each system or service.
- Use only my own account and keep passwords and authentication methods secure.
- Lock or sign out of a device when I am no longer using it.
- Communicate respectfully and never use technology to bully, threaten, harass, discriminate against, impersonate or deliberately embarrass another person.
- Protect personal and confidential information and think carefully before posting or sharing.
- Check recipients and content before sending messages, files or links.
- Respect copyright, licences and the work of others, and acknowledge sources where required.
- Use school-approved storage and sharing services for school work.
- Report lost devices, suspicious messages, accidental access, harmful content, security weaknesses or misuse promptly.
- Obtain permission before photographing, filming or recording another person, and before publishing or sharing that material.
- Use AI only in accordance with teacher instructions and HET AI guidance, identify its use when required, and check outputs for accuracy and suitability.
- Care for devices and report faults or damage promptly.

5. I Agree that I Will Not

- Access, create, store, search for, display or share illegal, harmful, discriminatory, hateful, violent or otherwise unsuitable content.
- Attempt to bypass filtering, monitoring, security controls, device management or access restrictions.
- Use vpns, proxies, anonymising tools or other methods to conceal or circumvent school controls unless specifically authorised.
- Use another person's account, share my account, reveal a password, or approve an unexpected multifactor authentication request.
- Install software, apps, browser extensions or games, change device settings, or connect unapproved equipment without permission.
- Deliberately damage, disrupt, scan, test or interfere with devices, accounts, networks or data.



- Open suspicious links or attachments, respond to unexpected requests for credentials, or continue a conversation that may be a scam.
- Use school systems for gambling, unauthorised commercial activity, cryptocurrency mining or personal financial transactions.
- Upload personal, safeguarding, confidential or assessment information to an unapproved website, ai tool, social media platform or file-sharing service.
- Use AI to complete work dishonestly, misrepresent authorship, avoid learning, create harmful material or make significant decisions about another person.
- Record lessons, meetings, calls or individuals without clear permission.
- Use a mobile phone or personal smart device during the school day except where the school has approved a specific exception.

6. Personal devices and remote access

- Personal devices may only be used where school rules and staff instructions permit.
- School information must not be downloaded to, or permanently stored on, a personal device unless expressly authorised.
- When working away from school, I will protect my screen and conversations from being seen or overheard by others.
- Any approved personal device used to access school services must have a screen lock, current security updates and appropriate protection.

7. Filtering, Monitoring and Privacy

HET/School uses filtering and may monitor relevant activity on its devices, networks, accounts and digital services for safeguarding, cyber security, system administration, legal compliance and investigation of suspected misuse. Filtering cannot block every risk.

Monitoring alerts and records may be reviewed by authorised staff and acted upon under safeguarding, behaviour, disciplinary or legal procedures where appropriate.

8. Mobile phones and smart technology

Schools are expected to be mobile phone-free environments by default. Pupils must follow their school's arrangements for bringing, storing and using phones, smart watches, earbuds and similar personal technology. Exceptions must be authorised by the school, for example to support a documented medical need or other individual circumstance.

9. Artificial intelligence

AI can support learning when used safely and honestly. AI outputs may be inaccurate, biased, outdated or unsuitable. I remain responsible for the work I submit and for checking facts and sources. I will not enter personal, confidential, safeguarding or assessment information into an AI tool unless the school has expressly approved that tool and use.

10. If the agreement is not followed

The school will respond fairly and proportionately in line with its behaviour, safeguarding and other relevant policies. This may include education and support, removal or restriction of access, contact



with parents or carers, investigation, sanctions, recovery of costs where appropriate, or referral to external agencies where there is a legal or safeguarding requirement.

11. My agreement

I have read and understood this agreement. I understand that access to HET technology is provided on the condition that I follow these rules and ask a member of staff if I am unsure.

Agreement

Name	Signature	Date
Pupil name	Pupil signature	Date
Parent/carer name	Parent/carer signature	Date

12. Information for Parents and Carers

Please support your child to understand this agreement and reinforce safe, respectful and responsible use at home. The full Pupil Acceptable Use of IT Policy provides further detail about school systems, monitoring, data protection, artificial intelligence and consequences for misuse.