

ACCEPTABLE USE OF IT POLICY

SEPTEMBER 2025

Rules for Staff and Pupils

The computer system is owned by the school. This Acceptable Use Policy helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

Network Security

- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- Users may not log on to the network or to any website using anyone else's details. If someone has left the computer without signing out, users must sign them out and tell either them or the teacher present.
- Users must not use a VPN, proxy server or any other method to bypass the school's filtering systems.
- Users must not download any software or extensions without the permission of the IT Manager or Deputy Head Academic.

Use of Computer Systems

- School computer and internet use must be appropriate to the student's education or to staff professional activity.
- During a lesson, pupils may use the network only for the purpose of that lesson; it is forbidden to play games, watch videos or do anything else not linked to the lesson
- Copyright and intellectual property rights must be respected.
- The use of non-school email accounts and social media are restricted for pupils.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.

Respectful Conduct

- All online communication, including email, should be written politely and respectfully.
- Under no circumstances should a pupil use electronic systems, at home or at school, to bully or harass others.
- Users must not use the school's network or IT equipment to access pornography or material (such as misogynistic or racist material) which may be deemed to be offensive to others

- Users must openly acknowledge the use of Large Language Models or other AI-based systems to help with their work
- Irresponsible use may result in the loss of Internet or computer access. Ultimately a pupil may receive an Internal Suspension or a Suspension if they continue to misuse the network

The School has the right to monitor all uses of its computer equipment and systems, to ensure that the provisions of this policy are being followed.