ACCEPTABLE USE OF IT POLICY

SEPTEMBER 2026

TO BE RENEWED SEPTEMBER 2029

Rules for Staff and Pupils

The computer system is owned by the school. This Acceptable Use Policy helps to protect pupils, 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 pupil'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.

Artificial Intelligence (AI)

- Staff may use AI tools for lesson planning, resource creation and administrative tasks, provided staff verify accuracy and take final responsibility for the appropriateness of the result. They should not use AI for marking of pupils' work (other than providing feedback during national writing assessment projects) or for generating report comments. Staff should not enter pupils' personal data, including their names, into an AI tool.

- Pupil use of AI must be age-appropriate, adhering to the age restrictions of the AI tools. Pupils should use AI tools for the purposes permitted by the teacher (e.g. for receiving feedback on their work, or for creating images for use in their work); they should acknowledge all use of AI in writing, and should not pass off AI-created work as their own.
- No pupil or member of staff should use an AI tool to harass or bully someone else, such as through the creation of deepfakes.

Personal Devices

- Staff and governors may use their own devices, including laptops and mobile phones, to connect to the school's network, but only for purposes compatible with this policy.
- Pupils, parents and visitors may not connect their own devices to the school network. The exceptions are: official visitors (such as auditors or inspectors) whose access is approved on a case-by-case basis by a member of SMT; and boarders in Year 7 and above, who may connect their mobile phones to the school's network as long as they abide by this policy and use their devices in places and at times approved by boarding staff.
- Please see our Mobile Devices Policy for more detail on when, how and by whom mobile devices can be used.

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
- 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 monitors all uses of its computer equipment and systems, to ensure that the provisions of this policy are being followed.

The School's filtering and monitoring systems reviewed at least once a year. The review includes checks that filtering is working appropriately on all devices connected to the internet. A record is kept of these checks and the review is shared with the Governing Committee.