

Acceptable Use of IT Policy – Pupils

Digital technologies play a central role in the lives of children and young people, both inside and outside the classroom. These tools provide valuable opportunities for learning: they can inspire discussion, support creative thinking, and deepen understanding of context. All young people should be able to access the internet safely at all times.

The purpose of this Acceptable Use of IT Policy Agreement is to ensure:

- that Kneller Hall School pupils act responsibly and stay safe when using the internet and other digital technologies for learning, personal use, and recreation
- that Kneller Hall School's systems and users are protected from accidental or intentional misuse that could compromise security
- that pupils benefit from high-quality access to digital technologies to support their learning, and in return agree to use these resources responsibly

Parents are asked to read this policy with their child to ensure they understand the expectations and standards required when using school IT systems, networks, and equipment. Any questions about this policy should be directed to the school's Designated Safeguarding Lead (DSL), who also serves as the Head of Online Safety.

Further details can be found in the school's Online Safety Policy and other related policies available on the school website, including Safeguarding, Anti-Bullying, and Behaviour.

Acceptable Use of IT Policy Agreement

I understand that I must use school IT systems responsibly to protect my own safety, the security of the network, and the wellbeing of all users.

For my personal safety

- I understand that all use of the internet and digital technologies may be monitored and logged by the school and made available to staff.
- I will keep my username and password secure. I will not share them, attempt to use anyone else's login details, and will change my password when required.
- I will use my school email address only for school related communication and only contact others as part of learning activities.
- I will be aware of online risks and will not share personal information about myself or others (such as name, address, email, phone number, age, gender, or school details).
- I will report any unpleasant, inappropriate, or uncomfortable online content or messages immediately to a teacher or trusted adult.

Respecting equal access to technology

- I understand that school systems and devices must not be used for personal or recreational purposes.
- I will not make large downloads or uploads without permission, as this may affect other users' access.
- I will not use school systems for online gaming, gambling, shopping, file sharing (except through approved MS365 systems), or video broadcasting (e.g., YouTube) unless a member of staff has given permission.

Acting respectfully towards others

- I will respect other people's work and property. I will not access, copy, remove, or alter another user's files without permission.
- I will communicate politely and responsibly. I will not use aggressive, offensive, or discriminatory language, and I recognise that others may hold different opinions.

- I will not take or share images of anyone without their permission.
- I understand that bullying through technology is unacceptable and will not engage in it, whether in or out of school.

Protecting school systems and equipment

- I will turn off my mobile phone on arrival at school and store it in my locker until the end of the day.
- I will not attempt to upload, download, or access illegal or inappropriate material, nor use software designed to bypass filtering or security systems.
- I will not use memory sticks or other hardware with school devices unless a teacher has given permission.
- I will handle all IT equipment carefully, avoid touching power or network cables, and will not eat or drink in IT suites.
- I will report any damage, faults, or misuse of equipment or software immediately.
- I will not open email attachments or links unless I trust the sender and believe the message is genuine.
- I will not install or attempt to install software on school devices or alter computer settings.
- I will not attempt to bypass the school's internet filtering system.
- I will not use social media platforms while in school.

Using the internet responsibly

- I will respect copyright and will not download protected material such as music or videos.
- I will check the accuracy of online information and understand that some content may be misleading or untrue.

Understanding my responsibilities in and out of school

- I understand that all use of the internet, network, and digital technologies may be monitored and logged.
- I understand that the school may take action if I am involved in inappropriate behaviour outside school when it affects the school community (e.g., cyber-bullying or misuse of images or personal information).
- I understand that failing to follow this agreement may result in disciplinary action, including loss of network access, detentions, suspensions, parental contact, or—where illegal activity is involved—police involvement.

Appendix – School Computer Log In Agreement

Whenever anyone logs in to a school computer or device, they are automatically agreeing to the following:

By using the school network, I agree that:

- I will only use electronic devices in school for school-related purposes and not for personal or recreational use unless I have permission.
- I will handle all computer equipment with care and will not touch power or network cables, or eat or drink in IT suites.
- I will not use disks, memory sticks, or any other external hardware with school equipment without my teacher's permission.
- I will not download or install software on any school device.
- I will only log in to the school network and systems using my own username and password.
- I will keep my passwords private and change them regularly.
- I will use only my school email address for communication.
- I will ensure that all electronic communication with pupils, teachers, and others is responsible, polite, and appropriate.
- I will not deliberately browse, save, or send material that could be considered offensive or illegal. If I accidentally encounter such material, I will report it to a teacher immediately.
- I will not share personal information such as my name, phone number, or address.
- I will ensure that my online activity, both in and out of school, does not cause distress to the school, staff, pupils, or others.
- I will not attempt to bypass the school's internet filtering system.
- I understand that all use of the internet and related technologies may be monitored and logged, and this information may be shared with teachers.
- If I see any misuse of computers or IT equipment, I will report it to a teacher.
- I understand that personal devices may only be used on school premises with permission and in accordance with the Kneller Hall School BYOD Policy.