



## Student ICT Acceptable Use Policy (AUP)

Effective from September 2025

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### Introduction

This Acceptable Use Policy explains how we expect students to use the school's ICT systems and the internet safely and responsibly. ICT facilities are provided to support your learning. Using them is a privilege, not a right.

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### Our Responsibilities

The College will:

- Monitor and filter internet activity to keep everyone safe.
  - Review files, emails, and online activity where safeguarding or security concerns arise.
  - Follow data protection rules when handling your information.
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### Your Responsibilities

By using school ICT systems, you agree to:

- **Keep your login details private** and never share passwords.
  - **Use ICT for learning only** - not for games, gambling, or other personal use.
  - **Stay respectful online** - do not send, share, or post anything harmful, offensive, or bullying.
  - **Protect personal information** - never upload your address, phone number, or financial details.
  - **Use AI tools only under staff guidance** and never upload personal information or images.
  - **Follow school rules on mobile phones and personal devices** as set out in the Mobile Device Policy.
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### What You Must Not Do

- Access, download, or share inappropriate material (e.g. violent, extremist, or explicit content).
  - Attempt to bypass school filters or security systems.
  - Install software or change device settings without permission.
  - Upload images, videos, or information about others without consent.
  - Create, share, or request AI-generated images or videos of anyone without permission
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### Staying Safe Online

- If something online makes you uncomfortable, report it straight away to a teacher or safeguarding lead.
- Do not meet anyone you've only spoken to online.
- Report any bullying, harassment, or inappropriate messages immediately.



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## Monitoring and Privacy

The school will monitor how you use ICT systems, including all emails and all internet use, to keep everyone safe and comply with safeguarding laws.

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## Consequences of Misuse

Breaking this policy may lead to:

- Temporary or permanent loss of ICT access.
  - Informing parents or carers.
  - Further sanctions in line with the school's Behaviour Policy.
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## Agreement

By signing below, you agree to follow this policy and use ICT systems safely and responsibly.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_