



Pupil ICT Acceptable Use Policy (AUP)

Owner: Bursar

Date: February 2025

Review Cycle: Annually

Next Review Date: February 2026

Bredon School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governor's means any Director of Cavendish Education.

This Policy document is one of a series of Bredon Policies that, taken together, are designed to form a comprehensive, formal Statement of Bredon's aspiration to provide an outstanding education for each and every one of its pupils and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be read alongside all of Policies in order to gain the full picture; in particular it should be read in conjunction with the ***Equality and Diversity Policy, Safeguarding Policy*** and ***Anti-Cyber-Bullying Policy***.

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values:

'To be a small, family School that genuinely focuses on the individual; ensuring each pupil reaches his or her personal potential and destination by way of a rich and diverse journey based on breadth of opportunity, support and continuously striving towards excellence.'

In all Bredon Policies, unless the specific context requires otherwise, the word "parent" imports the meaning parent, guardian, carer or any person in whom is vested the legal duties and responsibilities of a child's primary caregiver.

Bredon employs the services of the following consulting companies to ensure compliance is met and the best practice is implemented:

Peninsula HR Online
Peninsula Business Safe (Health and Safety)
Educare

1. Policy Statement

1.1. The Bredon School Pupil ICT Acceptable Use Policy (AUP) has been authorised by the Governing Body ('the Governors') and Bredon School ('the School') and is addressed to all members of staff including volunteers, the Governors, pupils and parents.

1.2. Bredon School recognises that digital technologies, including the internet are integral to the lives of children and young people, both within School and in their lives outside of School. These technologies are powerful tools for learning which can be used in School to enhance the curriculum, stimulate discussion, promote creativity and support independence. Using digital technologies to interact socially and share ideas can benefit everyone in the School community, but it is important that the use of the internet and Information and Communication Technology (ICT) is seen as a responsibility and that all pupils and staff use it appropriately.

1.3. The AUP helps to protect all stakeholders, including the School by clearly stating what use of the computer systems and resources is acceptable and what is not. Use of School computer systems and resources must be in support of the aims and objectives of the School and curriculum. All internal computer systems and resources are owned by Bredon School. Pupils and parents will be informed of any changes to this document via e-mail and/or given a paper copy.

2. Scope

2.1. This policy is available to pupils and parents on the School website and sent as a hard copy. This policy considers the Department for Education's policies on *Keeping Children Safe in Education (2024)*, *Working Together to Safeguard Children (2023)* and *Preventing and Tackling Bullying (2017)*. Further guidance was also sought from the UK Safer Internet Centre (www.safeinternet.org.uk).

This policy relates to the use of technology, including but not restricted to:

- a) E-mail.
- b) The Internet.
- c) All Social networking or interactive websites, e.g., Facebook, Snapchat, Instagram, Tik-Tok.
- d) All Instant messaging, chat rooms, blogs and message boards.
- e) All Games and gaming sites.
- f) All Mobile devices, e.g., tablets and iPads (including mobile phone and related applications) any mobile devices with the capacity for recording and/or storing still or moving images.
- g) Webcams, any video hosting sites, e.g., YouTube.
- h) All Personal music players, e.g., iPods.
- i) All handheld gaming consoles.
- j) All Photographic or electrical equipment.

- k) All Wearable Technology, e.g., Apple watch.

This AUP applies to the use of any of the above on the School premises and also any use, whether on or off the School premises, which affects the welfare of other pupils or any member of the School community or where the culture or reputation of the School is put at risk.

2.2. Staff (and Volunteers) are subject to a separate AUP which forms part of their Contract of Employment. Staff receive regular safeguarding training which includes e-safety. Their training will ensure that they know how to identify pupils at risk and, in accordance with *Keeping Children Safe in Education (2024)*, know how to refer children and young people for further support.

3. Aims

3.1. This AUP is intended to ensure the regulation of ICT activity in School and provide a good understanding of appropriate use of ICT that members of the School community can use as a reference for their conduct online both inside and outside of School hours when using ICT equipment. The overall aims are:

- a) That children and young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- b) To encourage pupils to make good use of the educational opportunities presented by access to the internet and other electronic communication.
- c) To safeguard and promote the welfare of pupils, in particular by anticipating and preventing the risks arising from exposure to inappropriate material (such as pornographic, racist, extremist or offensive materials).
- d) To educate on the sharing of personal data, including images, inappropriate online contact and cyberbullying and other forms of abuse.
- e) To minimise the risk of harm to the assets and reputation of the School.
- f) To help pupils take responsibility for their own e-safety (i.e. limiting the risks that children and young people are exposed to when using technology).
- g) To help children and young people to be critical of the things that they see online, to report anything that concerns them and to know how to do that.
- h) To ensure that pupils use technology safely and securely and are aware of both external and peer to peer risks when using technology.

4. Acceptable Use Policy Agreement

4.1. I understand that I must use School systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

4.2. For my own personal safety:

- a) I understand that the School will monitor my use of the systems, devices and digital communications.
- b) I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- c) I understand it is a serious offence to use the username and password of another pupil or staff member (users). Users should not reveal their password to anybody. Impersonation of another user via e-mail is a serious offence. All of your files should be saved to your own area on the School network unless directed by a member of staff to the contrary.
- d) I will not engage in conversations with people who are not known to me when communicating online.
- e) I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc.). Receiving or using this kind of information may be unlawful under data protection legislation and laws relating to confidentiality.
- f) I will not meet anybody I do not know offline whom I have been communicating with online and will inform an adult of such communications.
- g) I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

4.3. I understand that everyone has equal rights to use technology as a resource and:

- a) I understand that the School systems and devices are primarily intended for educational use and that I will not use them for personal, social or non-educational use without the express, prior consent of a member of staff.
- b) I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- c) I will not use the School systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g., YouTube), unless I have permission of a member of staff to do so.

4.4. I will act as I expect others to act towards me:

- a) I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- b) I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- c) I will not take or distribute images of anyone without their permission (refer to section 4.8. of this document for additional information).

4.5. I recognise that the School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the School:

- a) Boarding pupils: I will only use my own personal devices (i.e., mobile phones/tablets) during boarding hours, if I have permission to do so by staff. I understand that, if I do use my own devices, I will follow the points set out in this agreement, in the same way as if I was using School equipment. I will not use my mobile phone whilst on the school premises.

Day pupils (except 6th Form): I will not use my mobile phone whilst on the school premises. I will only use my own personal devices (i.e., iPod), if I have permission to do so by staff. I understand that, if I do use my own devices in School, I will follow the points set out in this agreement, in the same way as if I was using School equipment.

6th Form pupils: I will only use my own personal devices (i.e., mobile phones/tablets) if I have permission to do so by staff. I understand that, if I do use my own devices, I will follow the points set out in this agreement, in the same way as if I was using School equipment.

- b) I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- c) I will do all that I can to protect the security of the School's computer network and the security of networks belonging to others. This means being aware of the possibility of computer viruses and taking sensible precautions to avoid bringing them onto the School systems or passing them on to others.
- d) I will tell a member of staff if there is a failure in a technical safeguard, for example, if I gain access to a website I would expect to be blocked due to its content or if an area which should be password protected is not.

- e) I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- f) I understand that it is a serious offence to destroy work (files) of another user, or to create or introduce a virus or other malicious code (malware) to cause a system malfunction. This includes a denial of service (DOS) attack. Users must not attempt to reconfigure a computer, place shortcuts, aliases, install software or clip-art onto any local hard disk.
- g) I will not install or attempt to install or store programmes of any type on any School device, nor will I try to alter computer settings. This includes program files from the internet which must not be downloaded.
- h) USB drives and CD-ROMs containing application software must not be brought into School. However, I understand that I may bring in work on USB drives, if approved by staff beforehand. I will select to scan the USB drive before accessing files.
- i) I will immediately report any damage or faults involving equipment or software, however this may have happened.

4.6 When using the internet for research or recreation, I recognise that:

- a) I will assume that all material on the internet is protected by copyright and I must treat such material appropriately and in accordance with the owner's rights.
- b) If I intend to use the work of others, I will ensure that I have their permission to do so. Therefore, if I do not have permission, I will not copy their work as this will be categorised as plagiarism.
- c) Where work is protected by copyright, I will not try to download copies (including music and videos).
- d) When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

4.7. I understand I am responsible for my mobile electronic devices, also known as 'Bring Your Own Devices' (BYOD):

- a) BYOD includes without limitation mobile phones, iPads, Tablets, Laptops, MP3 players, cameras, video cameras or other wearable technology such as smart watches, etc.
- b) The use of BYOD is not allowed at any time on School premises without the permission of a member of staff. Phones and other mobile devices must be

kept switched off at all times. Improper use of phones and other mobile electronic devices (including “tethering” or the use of a mobile phone by “Hotspot” to a mobile phone to gain access to websites that would not be available on the school WiFi) will be dealt with in accordance with the school rules.

- c) In emergencies, I may request to use the School telephone. (Parents wishing to contact their children in an emergency should always telephone the School reception and a message will be relayed promptly).
 - d) I may not bring my BYOD into examination rooms under any circumstances, except where special arrangements for the use of a tablet or laptop have been agreed with the examination officer, in writing. Such an offence will result in immediate disqualification.
 - e) I will not use electronic devices of any kind to bully, harass, intimidate, or attempt to influence or corrupt to radicalise others. I understand that this will not be tolerated and will constitute a serious breach of discipline, regardless of whether I am in the care of the School or not at the time of such use, this includes the use of photographs and other images (still or moving). Appropriate disciplinary action will be taken against me where the School becomes aware of such use (refer to Behaviour Management Policy,) and the School's safeguarding procedures will be followed in appropriate circumstances (refer to the School's Safeguarding Policy, Anti-bullying Policy and Prevent Policy, respectively).
 - f) The use of your own device, is done so at your own risk, i.e. The School does not accept any responsibility for the theft, loss of, or damage to any BYOD's on School premises.
- 4.8. When considering photographs and other images (still or moving), I recognise that:
- a) I am not allowed to operate a device with the capability of recording and/or storing still or moving images on the School premises except with the express permission of the member of staff in charge and the permission of all those appearing in the image (still or moving).
 - b) All pupils must allow staff access to images (where needed) stored on any device that has been brought onto the School premises and must delete images if requested to do so.
 - c) Posting of photographic material which, in the reasonable opinion of the School is considered to be offensive on any social media site including YouTube, TikTok etc., is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material or when the submission occurred. This is the position whether the device used is a School computer or a BYOD or on personal systems and devices operated elsewhere including my home.

- d) All pupils are reminded that sending nudes or semi-nudes is strictly prohibited by the School and may constitute as a criminal offence. The School will treat incidences of this nature (both sending and receiving) as a safeguarding matter under the School's safeguarding procedures (refer to the School's Safeguarding Policy). Pupils concerned about images that they have received, sent or forwarded should speak to a member of staff for advice.
- e) BYOD's may be confiscated in appropriate circumstances. If the Headmaster has reasonable grounds to believe that a pupil's BYOD contains images, text messages (SMS) or other material that may constitute evidence of criminal activity or for the purpose of radicalisation under the Prevent Duty, he may hand the device to the police for examination.

4.9. I understand that I am responsible for my actions, both in and out of School:

- a) I understand that the School also has the right to act against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, whether I am at School or not, and where they involve my membership of the School community.
- b) The School reserves the right to confiscate my BYOD for a specified period of time if I am found to be in breach of this protocol. I may also be prevented from bringing a device to the School temporarily or permanently and at the sole discretion of the Headmaster.
- c) I understand that if I fail to comply with any aspect of this AUP agreement, I will be subject to disciplinary action. This may include loss of access to the School network, internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police and/or local authorities (refer to the School's Anti-Bullying, Behaviour Management and Safeguarding Policies, respectively).
- d) I understand that in the most serious cases and/or persistent breaches of protocol may result in a permanent exclusion.
- e) If there are financial implications, I understand that either my parents or I may be asked to pay for any significant expenditure, or indemnify any significant liability incurred by the School because of a breach.

5. Cyberbullying

5.1. Cyberbullying is the misuse of any ICT systems, equipment, including BYOD with the intent to deliberately upset someone else. Pupils should always remember the following:

- a) Always respect others - be careful what you say online and what images you send.
- b) Think before you send - whatever you send can be made public very quickly and could stay online forever.

- c) If you are or someone you know is being cyberbullied, TELL SOMEONE. You have the right not to be harassed or bullied both on and offline. Tell an adult you trust - your parents, any member of staff, or a helpline such as ChildLine on 0800 1111 (refer to the School's Anti-Bullying Policy for further guidance).
- d) Do not retaliate or reply.
- e) Save the evidence - learn how to keep records of offending messages, pictures or online conversations. Ask someone if you are unsure how to do this. This will help to show what is happening and can be used by the School to investigate the matter further.
- f) Block the bully. Most social media websites and online or mobile services allow you to block someone who is behaving inappropriately.
- g) Do not be a bystander - if you see cyberbullying going on, support the victim appropriately and report the bullying.
- h) Any incident of cyberbullying will be dealt with in accordance with the School's Anti-bullying Policy and, where applicable, the Behaviour Policy.
- i) Useful resources for pupils and parents can be found on the below links:

<http://www.childnet.com/>
<https://www.saferinternet.org.uk/>
<https://www.thinkuknow.co.uk/>
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444865/Advice_for_parents_on_cyberbullying.pdf

6. Examples of unacceptable Use (not exhaustive)

- Alteration of school IT infrastructure, e.g., WIFI boosters
- Attempted visit to inappropriate sites (either through School Network or on own device, e.g., 4G network)
- Download of videos, video games or other media not associated with schoolwork or coursework
- Attempted connection of school Chromebooks to external data networks (e.g., mobile phones)

Appendix 1 - Plain English Short Version

This policy is to ensure that all pupils of Bredon School use technology in an appropriate way, including:

- E-mail.
- The Internet.
- All Social networking or interactive websites, e.g., Facebook, Snapchat, Instagram, Tik-Tok.
- All Instant messaging, chat rooms, blogs and message boards.
- All Games and gaming sites.
- All Mobile devices, e.g., tablets and iPads (including mobile phone and related applications) any mobile devices with the capacity for recording and/or storing still or moving images.
- Webcams, any video hosting sites, e.g., YouTube.
- All Personal music players, e.g., iPods, headphones, etc.
- All handheld gaming consoles.
- All Photographic or electrical equipment.
- All Wearable Technology, e.g., Apple watch.

The aim of this policy is:

- To ensure that children and young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- To encourage pupils to make good use of the educational opportunities presented by access to the internet and other electronic communication.
- To safeguard and promote the welfare of pupils, in particular by anticipating and preventing the risks arising from exposure to inappropriate material (such as pornographic, racist, extremist or offensive materials).
- To educate on the sharing of personal data, including images, inappropriate online contact and cyberbullying and other forms of abuse.
- To minimise the risk of harm to the assets and reputation of the School.
- To help pupils take responsibility for their own e-safety (i.e., limiting the risks that children and young people are exposed to when using technology).
- To help children and young people to be critical of the things that they see online, to report anything that concerns them and to know how to do that.
- To ensure that pupils use technology safely and securely and are aware of both external and peer to peer risks when using technology.

In signing this Acceptable Use Policy, I agree:

- To use school systems responsibly

- To not risk the safety and security of the school systems and other users
- To not damage or put at risk any of the school material or data stored by the school or used by the school
- For the school to monitor my use of all school systems
- To keep safe (and not share) my username, password and any other login information
- To use only the school network to save information
- To not converse with external people, not known to me online
- To not share any personal or sensitive information about myself or the school with other people
- I will not use school systems to download or transfer large files, photos, videos, or media not specifically related to school work
- I will not use my personal phone during school hours, or outside the hours as directed by the school and houseparents.
- I will not attempt to access or download explicit or inappropriate material from the internet or any other means, including radical views
- I have a duty of care to maintain and report any broken or damaged equipment to a member of staff
- I will not use school technology to plagiarise (copy) without the consent of teaching staff and the owner of the material (i.e., respect Copyright)
- I will maintain and if necessary insure any personal devices that may connect to the school network and to the schools electrical supply
- That my device(s) may be confiscated by a member of staff, if they feel it appropriate to do so.
- That the school can take appropriate action against me including detention or exclusion, depending on the severity of the breach of this policy.
- I will report any cyberbullying to the school, as soon as I become aware of it



Pupil and Parent/Guardian Acceptable Use Policy Agreement Form

Please complete the sections on the next page to show that you have read, understood and agree to the directions included in the Bredon School Pupil ICT Acceptable Use Policy (AUP) Agreement (you can refer to the Plain English version in Appendix 1). If you do not sign and return this agreement, access will not be granted to School systems and devices.

1. Pupil Signature

I (Name):.....Year:....., have read and understood the Bredon School Pupil ICT Acceptable Use Policy (AUP), and will endeavour to follow the directions outlined conscientiously and to the best of my ability.

I understand that if I break any of these directions, I may forfeit my opportunity to partially use or lose all of the computing facilities at the School and may also incur further sanctions depending on the severity of the incident(s).

Pupil Signature:.....

Date:...../...../.....

2. Parent/Guardian Countersignature

I (Name):..... Parent of:....., have read and understood the Bredon School pupil ICT Acceptable Use Policy (AUP), and agree for my child to use computer facilities at School and are bound by these directions. I will support my child in following these directions and understand that he/she may forfeit his/her opportunity to partially use or lose all of the computing facilities at the School and may also incur further sanctions depending on the severity of the incident(s).

Parent Signature:.....

Date:...../...../.....

Please return completed form to your child's Tutor and keep a signed copy for your own personal records.