Hardenhuish
Student Acceptable Usage Policy

If you would like any policy in a more accessible version, please contact the Administration Manager

Related policies and procedures
Online Safety Policy; AI Policy; Mobile Device Policy; School Password Security Procedure; and Positive Behaviour Policy.

To ensure that students are fully aware of their responsibilities when using all information systems, they, and their parents are asked to sign this acceptable use policy.

Hardenhuish School ICT facilities always remain the sole property of the school, and as such these facilities are here for students to further their education. This policy is here to protect all parties involved, including students, staff, parents, school and community.

- I understand that the use of the school ICT system is covered by the Computer Misuse Act and accessing any system without permission may be a criminal offence.
- I will only use the Internet connection provided by the school for my education, as guided by a member of staff.
- I appreciate that ICT includes a wide range of systems, including mobile phones, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that I am responsible for the loss or damage of any ICT allotted to myself within the school and that I may be charged for damage caused to my or other individual's equipment. Such damage could result in the loss of access to ICT within the school.
- I understand that use of school accounts, networks and devices may be logged and monitored, including away from school where a school-managed device or account is used. Monitoring may generate alerts or capture relevant screen information where a concern is identified.

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- I will keep my username, password, authentication codes and other security information private. I will not share them with anyone, including friends, family members or members of staff. If I need help accessing my account, I will ask ICT Support to arrange a secure reset. If I think somebody knows my password, or my account or device may have been compromised, I will tell a member of staff or ICT Support immediately.
- I will lock or sign out of a device whenever I leave it unattended, and I will sign out fully when I have finished using a shared device.
- I will not install any software or hardware without explicit permission from the ICT Support Manager. I will not disable, remove, bypass or interfere with security, filtering, monitoring, antivirus, update or device-management controls. I will allow required school updates to install and report any problem to ICT Support.
- I will only use AI tools when authorised by a member of staff and through an account or service approved by the school in accordance with age related restrictions. I will follow instructions about acknowledging AI use and will not use AI to impersonate somebody, create deceptive or harmful content, bypass assessment requirements, or submit AI-generated work as entirely my own. I will check AI output carefully because it may be inaccurate, biased or misleading. I will not take part in any activity that threatens the security of the school ICT facilities, or that of other organisations systems.
- I will not try to use the ICT facilities to access any inappropriate materials, including any pornographic, racist, violent, offensive or other websites not directly relevant to lesson activities
- I will report suspicious emails, links, websites, downloads, unexpected authentication requests, possible viruses, lost devices, accidental data sharing and anything unusual involving my school account or device immediately to a member of staff and ICT support. I will not investigate or forward suspicious content myself.
- I will ensure that electronic communications with other people including email, instant messaging and social networking do not offend anyone or bring the school into disrepute and that they cannot be misunderstood or misinterpreted.
- I will follow any other policies relating to ICT within the school, including the Online Safety Policy.
- I will not use USB sticks or external hard drives unless a member of staff authorises this for a specific school task. I will follow any additional Exams Office instructions for assessments. I will store and share schoolwork using school-approved systems such as OneDrive, SharePoint or Teams. I will not send school information to a personal email account or upload it to an unapproved website, app, cloud-storage service or AI tool.
- I will not take images, videos or sound recordings of staff and students without their permission.
- I will keep my personal information private, and not share it or communicate with strangers online.

BYOD – Bringing your own device to school

If you bring your own ICT equipment into school:

- It remains your responsibility. The school isn't responsible if it's not working, damaged, lost, or stolen.
- Mobile devices and wearable technology must remain switched off and in my bag between 8.30 am and 3.00 pm, including during lessons, tutor time and school-organised activities. I may use a device only where an authorised member of staff has given a specific exception in line with the school's Mobile Device Policy.
- If permitted, you must connect the equipment to the internet through the school's BYOD wireless network.

- You must ask Premises staff to complete a PAT test on any electrical equipment that is plugged into the mains.
- You must not connect your equipment to the school's ICT equipment unless you have permission from the ICT Support team.
- You must protect your device with a passcode, password, or biometric authentication if you are using it to log in to school ICT services. Passcodes or passwords must be different to those you use anywhere else.

You are responsible for your actions in and out of school. Therefore:

- Consequences will be given if you misuse school ICT systems, or behave inappropriately outside of school in a way that is linked to your membership of our community, e.g. cyberbullying.
- Staff may confiscate any technology, including mobile devices or USB sticks, if they believe it has been used inappropriately.
- If there are any parts of this policy that you don't understand, you should ask a member of staff for advice.

To be signed by Parent,

I have read, understood and accept the Acceptable Use Policy.

Signed: …… Name: …….. Date: ……..

To be signed by Student,

I have read, understood and accept the Acceptable Use Policy.

Signed: …… Name: …….. Date: ……..

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