ICT Acceptable Use Policy	32d

Responsible for Initiating Review of Policy	SLT
Committee to Review	Boarding and Welfare
Last Review Date	June 2025
Review Period	Annual
Approved by (Committee and Date)	Joint Educational Committee June 2025
Approved by Board of Governors	Governing Board
Effective Date of Policy	June 2025
Next Review Date	June 2026
Related Policies	Online Safety Policy Behaviour Policy IT Code of Conduct

ICT Acceptable Use Agreement

- When using the Burgess Hill Girls network, I agree to abide by the school rules, online safety policy, anti-bullying policy, and behaviour policy. These policies are available on the school website, at [Burgess Hill Girls – Policies and Procedures](#).
- I accept that all online activity, both on school devices, on school learning platforms (including Microsoft Teams), and through remote access will be monitored.
- 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.

Personal Safety

- 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.
- I will be aware that people with whom I communicate online may not be who they say they are.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, e-mail address is, telephone numbers, age, gender, educational details, financial details etc)
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me.
- I will immediately report to my form tutor, head of section, DSL or another member of the senior leadership team, any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- My school Microsoft email account will be used only for school matters.
- I will check my school email regularly.
- I will not open email attachments if I do not know the sender or was not expecting to receive an attachment from a known contact.
- I understand that electronic communication with Burgess Hill Girls teachers should take place only via school email or Teams; all communications to teachers or organisations outside of Burgess Hill Girls, using the Burgess Hill Girls computing

platform, should be addressed formally and care should be taken with grammar and punctuation.

- I will not forward emails without considering whether I should ask for permission from the original sender and think carefully before using 'reply all'.
- I will delete emails from my mailbox regularly, particularly if they have attachments.

Microsoft Teams

- I will adhere to the expectations set by the teacher concerning how devices will be used during the lesson
- I will not open attachments if I do not know the sender or was not expecting to receive an attachment from a known contact. Microsoft Teams is to be used only for school matters.
- I will check Teams regularly for updates.
- I will not alter the names and organisation of Class notebooks as this is managed by the teacher.
- I will ensure that any communication shared on Teams by me will be polite and relevant to the work being undertaken. I will not make unnecessary comments or share inappropriate material. I will restrict my communication via teams with other students and staff to the hours 8am to 6pm, during working days.
- If you have any concerns about anything you see on Teams, please contact your form tutor, Head of Section, a DSL or another member of the senior leadership team immediately. The school safeguarding policy applies to all matters in school, including the use of Teams.
- I will not attempt to call, chat or set up private groups with other pupils on Microsoft Teams.

When using the Internet for research or recreation:

- I will assume that all material on the Internet is protected by copyright and will treat such material appropriately and in accordance with the owner's rights.
- I should ensure that I have permission to use the original work of others in my own work, thus abiding by copyright legislation.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When accessing AI-generated content, I understand that it may not be accurate.

- 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.
- I will complete my assignments using my own ideas and in my own words. I understand that copying or relying heavily on AI-generated content without permission or proper citation violates school policies.

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

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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.
- I will not use the school systems or devices for online gaming, online gambling, Internet shopping, file sharing, or video broadcasting (e.g. YouTube).
- I will leave the responsibility of installing/ removing software to the IT department whilst a student at the school.

I will act as I expect others to act toward me:

- I will communicate responsibly and respectfully with others, including the use of emojis and images, avoiding cyberbullying, aggressive language, and appreciating differing opinions
- I will respect others' work and property and will not 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.
- I will immediately report any damage or faults involving equipment or software however this may have happened.
- I will not open any hyperlinks and emails or any attachments to emails, unless I know and trust the person/organisation who sent the e-mail, or if I have any concerns about the validity of the e-mail (due to the risk of the attachment containing viruses or other harmful programs).
- I will not install or attempt to install or store programs of any type on any school device, nor will I try to alter computer settings.
- Not look for ways to bypass the school filtering or proxy service.