



BURGESS HILL
— GIRLS —

ICT Acceptable Use and Code of Conduct (Students)	32d
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Responsible for Initiating Review of Policy	Assistant Head Academic
Committee to Review	SLT
Last Review Date	July 2026
Review Period	1 year
Approved by (Committee and Date)	JEC
Approved by Board of Governors	
Effective Date of Policy	July 2026
Next Review Date	July 2027
Related Policies	32 Online Safety Policy 7a Safeguarding 32e Use of Privately Owned Devices 32i AI Policy

1. Introduction

This agreement works alongside the school's Safeguarding and Online Safety Policies. Online safety concerns are treated as safeguarding concerns.

This agreement explains how to use technology safely, responsibly and respectfully. It applies to:

- School devices and systems
- Personal devices used in school
- Online platforms (such as Microsoft Teams)
- Use both in and out of school

By using school technology, you agree to follow these expectations and to report any concerns.

This agreement applies to my use of technology both in and out of school where it may affect the safety, wellbeing, or reputation of others or the school.

2. Monitoring and Safeguarding

- I understand that all use of school systems, devices and platforms is monitored and logged to keep everyone safe.
- I understand that online safety concerns are treated as safeguarding concerns.
- I will report anything unsafe, worrying or inappropriate to a trusted adult or the Designated Safeguarding Lead (DSL) immediately.
- I will report concerns about myself or the behaviour of others.

3. Personal Safety

- I will keep my password secure and never share it.
- I will not try to use someone else's account.
- I will not share personal information about myself or others online (e.g. address, phone number, school details).
- I understand that people online may not be who they say they are.
- I will not arrange to meet someone I only know online without an adult being present.

4. Communication and Behaviour

- I will communicate kindly and respectfully at all times.
- I will not post or share anything that could hurt, bully or upset others.

- I will not share or upload content that could harm the reputation of others or the school.
- I will communicate with staff and other students about schoolwork between 8am and 6pm on working days only, unless a teacher has said otherwise.
- I will follow staff guidance about how and when to communicate online.

Communication

- I understand that school email and Teams are the main approved communication platforms.
- I will use my school email and Teams account responsibly.
- I will write clearly and politely in all messages.
- I will not open links, messages or attachments that I do not trust.
- I will not create private groups, chats or calls without permission.
- I will follow my teacher's instructions when using Teams in lessons.
- I will use email and Teams for school purposes only
- I will check and respond to emails from members of school's staff regularly
- I will not alter the names and organisation of Class notebooks as this is managed by the teacher.

5. Use of Technology and Devices

- I will use school systems and devices mainly for learning.
- I will only use personal devices in school when permitted and in line with the Mobile Phone Policy.
- I will take care of all equipment and report any damage, faults or missing items.

6. Safe Use of the Internet

- I will not try to access illegal, harmful or inappropriate content.
- I will not try to bypass school filtering or security systems.
- I understand that there are different types of online risks, including harmful content, unsafe contact, harmful behaviour and scams.
- If I see anything inappropriate or concerning, I will report it immediately.

7. Academic Integrity, Copyright and AI

- I will complete my work honestly and in my own words.
- I will acknowledge sources, including when I use AI tools.
- I understand that AI-generated content may not always be accurate.

- I will not copy or use others' work without permission. Where work is protected by copyright, I will not try to download copies (including music and videos).
- I understand that misuse of AI or online content may be treated as a safeguarding or academic concern.

8. Respect for Systems and Rules

- I will not change system settings or install software.
- I will not attempt to hack, interfere with or damage school systems.
- I understand that school systems and files belong to the school and may be accessed if needed.
- I will use technology responsibly and follow all school policies.

9. What to Do if Something Goes Wrong

I will report any:

- Unsafe or upsetting content
- Bullying or unkind behaviour
- Suspicious messages or scams
- Concerns about myself or others

to a trusted adult, teacher or the Designated Safeguarding Lead (DSL) immediately.

10. Agreement

I understand that:

- These rules help keep me and others safe
- My use of technology is monitored
- Online safety is part of safeguarding
- If I do not follow these expectations, there may be consequences in line with the Behaviour Policy, and concerns may be treated as safeguarding matters

By using school technology, I agree to follow this Acceptable Use Agreement.