



ACCEPTABLE USE OF ICT (PUPILS)

This policy applies to all members of our school community including those in our Early Years setting.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

Tranby – East Yorkshire seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- ICT
- Acceptable usage policy for staff
- Mobile phones
- BYOD

This document is reviewed annually by Miss K Haworth, or as events or legislation change requires.

Acceptable Use of ICT (Pupils)	
Reviewed by:	Miss K Haworth, Assistant Head (Teaching & Learning)
Date of last review:	September 2025
Approved by:	Paul Grimwood – Chair of LGB
Date of approval:	September 2025
Reason for changes:	Annual review
Next scheduled date for review:	September 2026

CONTENTS

Contents

Policy Statement	3
Rights associated with the responsible use of computers	4
Responsible Use of Communication Technology - Agreement	5
Consequences of breaching this agreement	7

Policy Statement

In line with the common mission of the United Church Schools Trust, the use of ICT at Tranby is primarily about learning and is about improving our pupils' opportunities in education using established and emergent technology to enhance learning outcomes.

The aim of the School is to create an environment that provides an effective e-safety framework that protects pupils from undue risk and yet supports and enables them to engage in productive and creative learning activities using the range of communication technologies that are available.

The need to enable our pupils to develop a mature approach to engaging with the internet, in a safe environment means that our e-safety framework needs to continually balance perceived benefits against acceptable risks.

We are committed to ensuring that this mission is the shared responsibility of all those who contribute to the use of ICT across the school, including those with strategic responsibility, those providing teaching and learning support, and those with network planning and technical support roles. Thus, it is intended that ICT is used where appropriate:

- to enhance the learning experience of our pupils
- to facilitate best teaching practice by teachers
- to improve effectiveness, achieve efficiencies and promote best practices in administrative systems.

Rights associated with the responsible use of computers

1. You have the right to privacy – the right not to have details about your lives to be held or circulated without your knowledge; so, respect the privacy of others.
2. You have the right to enjoy using the Internet to learn things, to be creative and doing the safe things it has to offer.
3. You have the right to explore the Internet but remember that you cannot trust everything that you see or read on the Internet. It is your decision.
4. You have right to know who you are talking to on the Internet; you do not have to talk to someone if you do not want to, if in doubt don't.
5. You have a right to tell someone if you think anyone is suspicious. Remember not everyone is who they say they are on the Internet.
6. You have the right to tell someone about anything you come across accidentally on the Internet that you don't like.
7. You have a right NOT to be bullied by others using any form of communication device, such as mobile phones, emails, blogs or social sites and chat rooms. You have the right to report this to an adult if this happens.
8. You have the right not to be videoed or photographed by anyone using cameras, webcams or mobile phones.
9. You have a right not to have any videos or images of yourself put on the Internet, and you have the right to report it to an adult if anyone does this.
10. You have the right to be respected while you are on the Internet. Talk to people, write to people, chat to people in a nice way and never use behaviour or language that would be offensive or upsetting to somebody else.
11. The people who give you access to the devices you use for communicating, (phones and computers) have the right to know that you are safe whilst you are using them. They are simply concerned about you and want to know that you are safe. They have the right to know what you are doing, so work with them.

These are your rights. Use them or lose them – that is your responsibility.

Responsible Use of Communication Technology - Agreement

In school, access to computers is only given to you if you show that you can use communication technology responsibly. To show that you are a responsible user you should:

- only use ICT in school for the things that your teacher has asked you to do
- only use a computer that you have signed on to and never use someone else's username and password
- never tell other people your password and always ask your teacher to change it if you think someone else knows it
- look after your work on the computer and save it when you have finished
- always be polite when using any form of communication technology such as mobile phones, email, social networking sites and chat rooms and never write or send things that will make anyone unhappy or that brings the school into disrepute
- tell your parents/guardians if you get any messages that are unkind, malicious unpleasant, hurt you or make you feel uncomfortable
- tell your teacher right away if you come across any information that makes you feel uncomfortable
- never give out your name, phone number, home address or school name when using the Internet
- only use your school email account for schoolwork and don't use it for chatting to friends; have a private email address for social purposes
- think carefully about the images you email or place on the Internet of yourself and your friends which may be embarrassing in later life
- never try to download anything from the Internet whilst at school or try to install any software you have brought in
- when at home only download items that you know are safe and for which you have your parents'/guardians' permission
- always be willing to learn how to remain safe on the Internet and follow the rules that you have learnt
- never meet anyone that you have met on the Internet without your parents' permission
- never search for web pages that could be offensive because of racist, pornographic, violent, illegal, illicit or other content and close any web sites that you come across while searching

for other things which contains such material

- never attempt to hack into the School's network or upload, introduce or create computer viruses
- never try to bypass the filtering programs that have been put in place at home and school to protect you
- never take, use or distribute images of other pupils and/or staff without the permission of the person(s) concerned
- respect the Copyright Laws by not copying other people's work, music or software; if you use someone else's work in your own, then always acknowledge the source of the information.
- use AI tools in a manner that respects individual rights, promotes fairness, and prevents discrimination. It also involves using these technologies in a way that is transparent, accountable, and respects privacy.
- ensure that use of AI and data technologies does not lead to discrimination or unfair outcomes. This includes being aware of any potential biases and plagiarism in these technologies and taking steps to mitigate them.
- always look after the computer you are using and always ask for help if anything is not working; don't start unplugging any wires on the computer or eat/drink in the computer room
- when you are using a device at school the network server is recording the things that you do which can be checked – the school will contact your parent or carer if there are any concerns about what you are doing.

Consequences of breaching this agreement

Access to the computer network is a considerable privilege. Pupils must restrict themselves to use which is ethical and which is considered appropriate. Failure to comply with the responsible use of computer rules will result in one or more of the following:

- a ban, temporary or permanent, on the use of the computer and/or internet facilities at school
- a letter informing parents/guardians of the nature and breach of school rules
- appropriate sanctions and restrictions placed on access to school facilities to be decided by the Head of Year/Head of Department
- any other action decided by the Headmistress and Local Governing Body of Tranby.

The School provides a network environment in which pupils may assume that their legitimate use of computers and the data that they store are secure against interference by other users.

Pupils should not, however, assume that their activities are completely private. Records of their use, files that they have stored and email messages they have sent or received may be scrutinised by the members of staff responsible for management of the network either:

- (a) during routine system maintenance, or
- (b) if there is reason to suspect misuse of the network.