



### ACCEPTABLE USE OF ICT AND AI (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

Online Safety / Safeguarding

Data Protection and Privacy

Behaviour and Anti-Bullying

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 2026                                                                                                  |
| Approved by:                    | Paul Grimwood – Chair of LGB                                                                                    |
| Date of approval:               | September 2026                                                                                                  |
| Reason for changes:             | Annual review; pupil-focused United Learning ICT requirements embedded and AI acceptable-use guidance expanded. |
| Next scheduled date for review: | September 2027                                                                                                  |

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## 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 the 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.
- never upload, share or disclose another person's personal or sensitive information through an online service or AI tool; if you are unsure whether information is safe to use, ask a member of staff first
- 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.
- always make sure your device is charged on arrival to school and has sufficient charge for the day.
- only use PAT tested chargers to charge your own device in school
- you must sign the 'Acceptable Use of ICT' contract to show that you understand and agree to these policies. This will be signed digitally through Teams.

## 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 Head Teacher 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.

## Rights associated with the responsible use of Artificial Intelligence (AI)

The use of Generative Artificial Intelligence (AI) such as ChatGPT offers a valuable opportunity to enhance learning, explore new ideas, and engage in meaningful conversations. We will harness the power of AI to enhance education, support pupils and teachers, and create inclusive learning environments.

The following principles will guide our use of AI:

- **Transparency:** We will be transparent and accountable in our AI decision-making processes.
- **AI accuracy and bias:** When using AI, we will be mindful that AI can be inaccurate and biased. We will be vigilant about identifying biases that derive from the data AI has been trained on or the ethical overlay that humans have added.
- **AI limitations:** While recognising and utilising the power of AI for educational benefits, we will also acknowledge its limitations and seek to combine the best of what AI can do with the creativity, intuition and understanding that only human beings are capable of. AI will never produce a final product and will require end-user intervention, adjustment and review.
- **Equity and inclusivity:** We will consider using AI to broaden our communities, bridge the digital divide, and create a supportive and inclusive AI culture.
- **Mental Health:** We will be mindful of the potential of AI to impact both positively and negatively on mental health and will teach pupils to use it responsibly.
- **Pupil Empowerment:** AI should encourage active engagement, independent learning, and the development of skills and dispositions for life. Being able to form a good question for an AI is as powerful as forming a good answer.
- **Creative Collaboration:** We should embrace AI's opportunities to work together to be creators, not just content generators.
- **Responsible Innovation:** We will use AI responsibly and thoughtfully, considering the potential benefits and trade-offs associated with AI, such as its impact on our brain development and learning.
- **Shared Learning:** We will share the burden of ongoing research, development, and creating ethical guidelines around new tools with our staff and pupils. We will create safe spaces to ideate and discuss the risks and opportunities around AI.

## Responsible Use of Artificial Intelligence (AI)

This policy covers any generative AI tool, whether stand-alone products or integrated into productivity suites, e.g. Microsoft 365. This policy relates to all content creation, including text, artwork, graphics, video and audio.

With permission, you may use AI tools to generate content (text, video, audio, images) that will end up in your homework, activities and responses, subject to the conditions and limitations described below. You must ensure that you are following the terms and conditions of any AI tools, particularly ChatGPT where you must be over the age of 13 and have parental permission to create an account.

Conversely, there are situations in which the use of AI is forbidden, and the tasks will be framed in a way that avoids using AI tools, such as working offline or under supervised conditions.

Use of AI tools in non-examined assessments (NEAs) i.e. coursework are subject to [JCQ regulations](#) and you should seek your teacher's advice for each piece of work. If your teacher has given you permission to use AI tools and you are considering doing so, you should read the JCQ regulations in full, and pay particular attention to the requirements regarding citation explained in the section "Acknowledging AI use".

AI can support learning and creativity when it is used carefully, honestly and safely. Pupils must follow the same safeguarding, privacy, security, online-safety and copyright expectations when using AI as when using any other digital service. In particular, pupils should:

- use AI only when a teacher has permitted it and follow the instructions given for the task
- please ask your teacher if you need clarification or have questions BEFORE using AI for any assignment.
- use only AI services that are approved by the School for the activity; where the School provides an approved Microsoft Copilot service, use it in accordance with the access and guidance provided
- never enter personal data, sensitive information, passwords, confidential school information, photographs or identifying details about yourself or somebody else into an AI service unless a teacher has explicitly confirmed that this is appropriate and the service is approved
- never upload United Learning or School curriculum materials, assessment materials or other copyright-protected resources to an external generative AI service unless a teacher has explicitly authorised this
- check AI-generated information carefully because AI can produce inaccurate, misleading, incomplete or biased responses; use reliable sources to verify important information
- be honest about your use of AI. Do not present AI-generated work as entirely your own where your teacher expects independent work, and acknowledge or reference AI use when instructed

- do not use AI to cheat, plagiarise, impersonate another person, create deceptive content, bully or harass others, or generate or share material that is unsafe, discriminatory, offensive or inappropriate
- do not use AI to produce or improve coursework or assessed work and present it as your own. If your teacher tells you that AI is allowed for a particular task, you must follow their instructions and clearly declare and reference any AI you have used. For example, if you use ChatGPT, you must cite "ChatGPT. (YYYY, Month DD of query). "Text of your query." Generated using OpenAI. <https://chat.openai.com/>
- do not use AI to create, alter or share images, audio or video of pupils, staff or other people without permission
- stop and tell a trusted adult or member of staff if an AI response or interaction makes you uncomfortable, appears unsafe, or reveals information that you believe should be private
- you must sign the AI contract that you understand and agree to these policies. This will be signed digitally through Teams.

School-provided accounts, devices, networks and services may be monitored or reviewed where there is a legitimate reason, including safeguarding, security, maintenance or investigation of suspected misuse. Pupils should therefore use school technology in accordance with this agreement.

The submission of AI-generated answers constitutes plagiarism. We reserve the right to use AI plagiarism detectors or our academic judgment to identify unappreciated uses of AI.

## **Consequences of breaching this agreement**

There will be consequences for breaking our trust in you to use and learn from AI tools responsibly.

- Any plagiarism or other forms of cheating will be dealt with severely under Tranby's behaviour policy.
- Your AI privileges may be curtailed and possibly rescinded, even when allowed in your coursework.
- Teachers reserve the right to require pupils to redo and resubmit work where the use of AI does not comply with the permitted limits set for the task.

All cases of academic misconduct will be referred to the Assistant Head (Teaching & Learning).

**Please read both agreements carefully and complete the Microsoft Form on Senior School Pupils Team set as an assignment.**