RAINEY ENDOWED SCHOOL

ICT ACCEPTABLE USE POLICY FOR PUPILS

Frequency of review	Annually	
Policy Owner	**Last reviewed**	**Next review**
Digital Skills Coordinator	November 2025	November 2026

1. Introduction

This document outlines the guidelines for acceptable use of ICT Resources to ensure that staff, pupils, and parents can work together to effectively use various aspects of ICT to enhance the learning experience.

In the context of this document, ICT refers to computer-based systems and includes any ICT resources related to any aspect of school life such as mobile phones.

Pupils must ensure that their use of ICT resources is appropriate at all times. All users are required to comply with school regulations and not to bring the name of the School or themselves into disrepute.

Pupils should understand that use of the Internet and electronic communication is granted as a privilege, in return for acceptance of the agreement. Any misuse may result in loss of that privilege and other sanctions being taken. This also applies to any activity undertaken outside school which contravenes any relevant school policies. Using any ICT facility or resource connected to the school confirms acceptance of this policy.

2. The EDIS Network and Email

All pupils are allocated an EDIS account and area for the storage of documents.

Pupils should be aware that files stored on the EDIS network are not private. Staff may review files and communications to assist pupils and to ensure that pupils are using the network responsibly, when required.

The EDIS account provided also allows access to external platforms such as Microsoft and Google. Use of these or any other connected platforms falls under the scope of this policy.

3. Internet Access

All internet access through the School's EDIS network is filtered to keep pupils safe. Usage is monitored and reviewed, when required.

Any electronic content that contains unacceptable material should not be forwarded or deleted but must be reported to a member of staff or the IT Officer immediately.

If a pupil accidentally accesses unacceptable material via the School network, they should report it immediately to their teacher or the IT Officer.

4. AI Software

AI is becoming more prevalent in society and use in schools will also develop. Pupils should follow this guidance when using AI:

- Pupils must use AI tools and applications in an ethical and responsible manner. This includes respecting the rights and privacy of others, refraining from using AI for malicious purposes, and adhering to school and community guidelines.

- Pupils should be mindful of data privacy when interacting with AI systems. They should avoid sharing personal or sensitive information with AI platforms unless authorised by a teacher or guardian.
- When communicating with AI systems or interacting with AI-generated content, pupils should maintain respectful and have appropriate behaviour.
- Pupils should understand that using AI to generate content does not exempt them from rules related to plagiarism. Any work created where AI-generated content has been used must give proper credit to the original creators when incorporating it into their work.
- The use of AI is not to be used for examinations and assessments in conjunction with JCQ policies.
- Pupils should be aware that AI systems may have biases and limitations inherent in their design and training data. They should critically evaluate AI-generated results and seek alternative perspectives when making decisions or drawing conclusions based on AI-generated information.
- Pupils are encouraged to seek guidance from teachers, parents, or other trusted adults when using AI for educational or personal purposes. If they encounter unfamiliar or potentially harmful AI applications, they should report them to appropriate authorities and seek assistance in navigating such situations by speaking to the school's Head of Pastoral Care, E-Safety Coordinator or IT Officer.

5. Use of Printers

Pupils are provided with printer credits at the start of each year. If further credits are needed, they can be purchased via the online payment system, ParentPay, by parents or guardians.

As part of having a focus on the environment, pupils should try to reduce the number of items they print in an effort to reduce waste and the use of paper in the School.

6. Computer Access Outside School Hours

CP5 in the Library is available for use from 3.30-4.30 from Monday to Thursday under supervision only.

Pupils in Year 13 and 14 can use the computers located in the Study Centre before school.

7. Pupil Guidelines On the Use of ICT Resources

Pupils are responsible for good behaviour and appropriate use of School ICT resources and are expected to use them in a manner that is appropriate to the ethos of the School. Pupils must ensure that their use of the network is appropriate at all times.

When using ICT resources pupils must follow the rules below:

- Only access the school network and EDIS connected networks via your own account and password. Do not permit anyone else to access the network using your username or password. No one is permitted to use a computer logged on with another person's account or access other users' folders, work, or files.

- Never send or display offensive messages or pictures. This includes sending or playing offensive sound recordings.
- Never use obscene language either verbally or via an electronic device.
- Never harass, insult, or attack others online.
- Language used in electronic communication will be appropriate and suitable, as for all schoolwork.
- Only open attachments to emails if they come from a known and trusted sender as attachments may contain viruses or other programs that could destroy files or software.
- Use the Internet responsibly and only visit websites appropriate to school studies.
- Pupils must save their work to the school network to ensure that work can be retrieved if required in the event of material being lost or software failure.
- Never try to bypass or hack the security systems of the computer rooms or the computer systems. This includes the bypassing of any website filtering services to access blocked web sites.
- Never try to copy computer software from the school computer systems.
- No software of any type should be stored on any removable media for the purpose of installation on any school device without the consent of the IT Officer.
- Do not violate copyright laws.
- Do not use external removable devices for viewing illegal or unacceptable media of any type.
- Computer file storage areas and removable storage media of any kind may be reviewed by school staff at any time.
- Food and drink are not allowed to be consumed in the computer rooms at any time. Never tamper with the cables and connections on the workstations
- Always report any damage to ICT equipment or computer rooms to a teacher or IT Officer immediately.
- Pupils should not record any member of staff or any other pupils without their express permission.
- Mobile devices are only permitted to be used in the canteen before Registration.
- Mobile devices may only be used in the classroom under the supervision of the teacher. Pupils should be aware that the following sanctions will be applied if a mobile device is used without permission:
  - First incident – device confiscated, and behaviour comment added.
  - Second incident – As above, along with detention and parents must collect device.
  - Third incident- As above. Pupil will also be internally suspended on a SDD or Twilight.
- Repeated offences will lead to an external exclusion.

In addition, pupils should understand that:

- Use of the network to knowingly access inappropriate materials such as pornographic, racist, political, or religiously offensive material is forbidden and may constitute a criminal offence. This is not an exhaustive list.
- Guidelines for safe use of the Internet will be followed and any materials or unacceptable conduct reported.
- The school reserves the right to examine or delete any files that may be held on its computer system, to monitor remotely school computer usage and if necessary, to report anything which may constitute a criminal offence.
- If the school's code of conduct is broken, the school will invoke the School Discipline and Behaviour policy.