IT Acceptable Use Pupil Policy 2024-2025	
Approved by FGB on:	18th September 2024
Date of Next Review:	September 2026
Responsible Officer:	Suzanne Smith

Comberton Village College recognise the essential and important contribution that technology plays in promoting learning and development, both at school and at home. We believe that by fully embracing technology in the education process we can help our pupils and students to:

- Learn powerfully.
- Learn for life.
- Learn from one another.

(For the purpose of this policy the term pupils refers to children in years 7-11 and students to those in sixth form.)

Comberton Village College seeks to ensure that all members of our community are safe and responsible users of technology. We will support our pupils and students to:

- Become empowered and responsible digital creators and users.
- Use our resources and technology safely, carefully, and responsibly, respecting system security and password security.
- Be kind online and help us to create a community that is respectful and caring, on and offline.
- Be safe and sensible online, and always know that all Students can talk to a trusted adult if they are unsure or need help.

All pupils and students within our school have the opportunity to use a range of IT resources, including internet access, as an essential part of learning. This includes access to:

- iPads, desktop, and laptop computers.
- The internet, which may include search engines and educational sites.
- School learning platforms such as the CATalogue, Teams, and OneNote.
- Microsoft 365 which includes desktop applications, email, chat, and video conferencing.
- Digital cameras, webcams, and video cameras.

This policy sets out our expectations of pupils and students and how they use and interact with IT systems in our school.

General Expectations
- Pupils and students (and their parents/carers if working remotely) will be expected to take responsibility for the use of all IT related to schoolwork, making sure that the technology is used safely, responsibly, and legally.
- Pupils and students (and their parents/carers if working remotely) will be expected to take personal responsibility for their own e-safety. Advice and resources can be found on the school website E-safety - Comberton Village College (combertonvc.org).
- Pupils and students must not give out any personal details or arrange to meet someone online without the written permission of a parent, carer, or teacher.
- Pupils and students must report anything that makes them feel uncomfortable or unhappy to a teacher or trusted adult.

- Pupils and students must not make or distribute, still images or recordings, video, or audio of

anyone involved **in any school activities**. This applies regardless of whether permission is given or not by the participant.

- Pupils and students must not store any images/video taken of others with their permission i.e., within lessons such as BTEC PE on any personal device. Any image/video taken on a personal device must be uploaded to OneDrive within the Trust Microsoft Office 365 platform and any copies on their own device must be deleted.
- There must be no recording of sound, video, or image, in any way.
- Pupils and students must use email responsibly and always be polite and respectful.
- For schoolwork pupils and students must only use email or other messaging methods that are provided by the CAM Academy Trust.
- IT systems must not be used for bullying or harassing others or in a way that will bring the school into disrepute.
- Pupils and students must not download or install any software or files on the school's IT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that they do not know.
- USB drive (memory stick) that are used in school to store or transfer files must have been virus checked first.
- Pupils and students must not intentionally gain access to unsuitable or illegal sites, nor try to use any programs that allow them to bypass any filtering/security systems.
- Pupils and students must not access any video broadcasting or social media sites unless given permission to do so. Any accidental access to such sites must be reported as soon as possible.
- Pupils and students must only access the school computer systems (network, Internet, email, Microsoft 365, and the CATalogue where provided) using their own login and password, which must be kept secret.
- Pupils and students must ensure that their work does not break The Copyright, Design and Patents Act. The source of information (words, images etc.) must be acknowledged.
- Pupils and students must not use the school IT systems to copy other people's work and pass it off as my own (plagiarism) This includes misuse of AI for internal and external assessments.
- Pupils and students must use school IT equipment with care and report any damage which occurs as soon as possible.
- Personal mobile devices (mobile phones / iPads etc.) should only be used in school if permission has been given and follow the school's **Personal Mobile Device Policy**.
- Pupils and students must use network resources responsibly.
  - regularly review my files and delete them when no longer needed.
  - only store school-related files and images on OneDrive, Teams, or any other school approved platform e.g., Class Notebook
  - only use the IT equipment for school related work unless I have permission from an appropriate member of staff.

Remote Working Expectations
- Pupils and students working remotely should continue to follow the expectations contained within the relevant behaviour policies of the school.
- Pupils and students should only attend online teaching sessions to which they have been directly invited by a member of staff.
- If attending an online teaching session, students must ensure that their video facility is off before entering the session.
- If attending an online teaching session, students must behave appropriately and respect the teacher and other students who may be attending.
- Pupils and students will not make or distribute, still images or recordings, video, or audio of anyone involved **in any online lesson**. This applies regardless of whether permission is given or not by the participant. There must be no recording of sound, video, or image, in any way.

- Pupils and students may be asked by the school to upload a specific image, video or audio relating directly to their home learning that provides evidence of knowledge and understanding.
- Pupils and students should only upload images or videos to a specific location as directed by a member of staff.

Pupils and students should understand that the school also has the right to take action against them if they are involved in incidents that contravene this policy or other school policies relating to acceptable pupil behaviour, when they are out of school or where they are involved with any member of the school community (examples would be cyber-bullying, use of images or personal information).

Student Acceptable Use Agreement Form

Please complete the sections below to show that you have read, understood, and agree to the expectations outlined above in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:
- I use the school IT systems and equipment (both in and out of college)
- I use my own equipment in school (when allowed) e.g., mobile phones, PDAs, cameras etc.
- I use my own equipment out of college in a way that is related to me being a member of this school e.g., remote learning, communicating with other members of the school, accessing Microsoft 365 including email and Teams, the CATalogue, etc.

Name of Student

Signed

Date