




# Acceptable Use of IT Policy and Agreement for Students

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**September 2025**

<b>Signed (Chair of the Trust board):</b>	
<b>Date:</b>	<b>September 2025</b>
<b>Date of Review:</b>	September 2026

*Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the Trust Offices and is displayed on the Trusts' websites.*

### **Acceptable Use Policy for Students**

The use of the School's ICT resources and services is a facility granted to students at the School's discretion. This Acceptable Use Policy is designed to ensure appropriate use of devices and the School's networks as well as ensuring students can benefit from using the School systems.

Use of the School network constitutes agreement to comply with this policy.

These rules apply to a student's use of the School network, whether using School computers or devices or using their own devices as a method to log in. This also applies to accessing the School network off site.

Students are given a user account to enable them use of the network and by continuing to use the network, users must abide by the following:

#### **Student Terms of Use**

- You are responsible for account access on the School network. Any unauthorised use of your account should be flagged to the School's ICT team immediately.
- Use of the School network is regularly monitored by the School's ICT team. The School will monitor any traffic over the School system to prevent threats to the School's network.
- You must not use someone else's username to gain access to the School network.
- You should not write down or share your password with anyone else.
- You are not permitted to share access details to the School's network or Wi-Fi password with anyone else.
- You must not attempt to circumvent security of any host, network or account, or penetrate security measures ("hacking") on or accessed through the School network.
- You must not probe, scan or test the vulnerability of the network or other networks.
- You must not try to install any software on School systems without permission from the ICT team. If software is installed without permission, it may cause extensive damage to the ICT systems and users could be held personally liable for any costs incurred in rectifying the damage.
- You must not use the network or your own property to access or process inappropriate materials. This includes (but is not limited to) pornographic material, material which may be seen as violent, offensive or discriminatory, inappropriate text files or files dangerous to the integrity of the network.
- You must not transmit, re-transmit, publish or store material or messages on or through the School network which could be perceived as bullying, threatening, abusive, hateful, indecent, harassing, offensive or defamatory.
- You must report any inappropriate messages or information immediately to the class teacher. This report will help protect other pupils and you.
- You are not permitted to access the School network using your own personal device, unless the device has been deemed acceptable to use by the School's ICT team.

- You must not record, video or take pictures of other students, staff or third parties whilst using School devices without express permission from a senior member of staff.
- Storage media such as USB sticks and hard drives are prohibited at the School.
- You may not access the internet except through the School network.
- You must be mindful of the information that you post/share/send online and how this may impact others i.e., you should be kind online.

If a student or user account breaches the above rules, their account may be inspected and their access stopped. A breach may also put you at risk of suspension and/or exclusion.

I confirm that I have read, understand and will comply with the terms of this Acceptable Use Policy when accessing the School network.

Signed: .....

Dated: .....

Print Name: .....