



Davenant Foundation School

ICT Student Acceptable Use Agreement

Last Reviewed: October 2025

Next Review: October 2026

This policy has been reviewed and to the best of our knowledge we do not feel that it impacts on any group or individuals' equality rights within our school community

Policy Details

Policy Name	ICT Student Acceptable Use Agreement	Committee Responsible	Curriculum
Status	Mandatory	Committee Person i/c	Mr Adam Thorne
Produced by	EJB	First Agreed	May 2022
Date Produced	November 2020	Last Review Date	October 2025
References		Next Review Date	October 2026

Davenant Foundation School understands the benefits technology can have on enhancing the curriculum and students' learning; however, we must ensure that students respect school property and use technology appropriately. To achieve this, we have created this acceptable use agreement which outlines our expectations of students when using technology, whether this is on personal or school devices and on or off the school premises.

Please read this document carefully and sign below to accept that you agree to the terms outlined.

1. Using technology in school

- I will take responsibility for my own use of the schools' network and the Internet and I understand that access to the internet must be for educational purposes only

- I will only use ICT systems, e.g., computers, laptops and tablets, which a member of staff has given me permission to use.
- I will only use the approved email account that has been provided to me by the school IT Team
- I will not store or use any personal data relating to a student or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to a member of staff. This includes names addresses, credit card details and telephone numbers of myself or others.
- I will delete any chain letters, spam, and other emails from unknown senders without opening them.
- I will ensure that I get permission from a member of staff before accessing learning materials, e.g. source documents, from unapproved sources.
- I will only use the internet for personal use during out-of-school hours, including break and lunchtimes. During school hours, I will use the internet for school work only.
- I will not bypass or attempt to bypass the schools filtering, monitoring and firewall systems by using any methods currently available. This includes but is not limited to Proxying (of any type), Tunnelling or using VPN systems.
- My password will be a minimum of 8 characters in length and will be unique to my school account, i.e. I will not use the same password on other accounts. I will not share my passwords, e.g., to my school email address, with anyone.
- I understand that I must ensure that my screen is locked if I step away from my computer, laptop or tablet. This is to protect the machine from being accessed by anyone else under my login. All ICT activity undertaken under my login is assumed to have been carried out by me.
- I will not attempt to install any software onto school ICT systems unless instructed to do so by my **classroom teacher**.
- I will not use removable media, e.g., USB drives, unless instructed to do so by my **classroom teacher**.
- I will adhere to the e-safety guidelines I have been taught.
- I will only use the school's ICT facilities to:
 - Complete homework and coursework, and to prepare for lessons and exams.
 - Undertake revision and research.
 - Gather or process information for extra-curricular activities, e.g., creating the school newsletter.
- I will not post anything in the shared area that is inappropriate and will not change/edit/delete the work of anyone else.

- I will not use or encourage others to use the school's ICT facilities to access, download, upload, send, receive, view or display any of the following:
 - Games, software, music, graphics, videos or text materials that are available on the internet or from any other technology unless this is a requirement of my course or lesson.
 - Copy Illegal material
 - Any content that could constitute a threat, slander, libel, bullying or harassment, or anything negative about other persons or the school
 - Content relating to a person's sexual orientation, gender assignment, religion, race, disability or age
 - Online gambling
 - Content which may adversely affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false
 - Any sexually explicit content
 - Any personal data or information
- I will not damage computers, computer systems or networks. If I discover any methods of causing such damage, I will report it immediately to a teacher/the IT support team and not demonstrate this to others.
- I will not alter the settings on the school computers and if there appears to be a problem with the settings, I will ask my teacher for help.
- I will abide by the current sign on procedures for access to the network
- I understand that if I use mobile data to access the internet on devices brought into school the school does not take any responsibility for content that is displayed as this is not subject to monitoring through our firewalls and e-safety software.
- I understand that all school computers have monitoring software installed on them and that this enables staff to view and record activity remotely and that the filtering and monitoring solution that the school uses retains limited history of sites visited by students- Reports can be accessed by the School at any time.

2. Mobile devices

- I will use school-owned mobile devices, e.g., laptops and tablets, for educational purposes only.
- I will only use personal mobile devices in accordance with the school's BYOD Acceptable Use Agreement.
- I will ensure that my mobile device is either switched off or set to silent mode during school hours, and will only use my device when my **classroom teacher** permits me to do so.

- I will seek permission from my **classroom teacher** before a school-owned mobile device is used to take images or recordings.
- I will not use any mobile devices to take pictures of fellow students unless I have their consent.
- I will not use any mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not attempt to access the wired network using personal mobile devices, unless permission has been given by a member of staff.
- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is school-owned.

3. Social media

- I will not use any school-owned mobile devices to access personal social networking platforms including chat sites, social sites, newsgroups, web pages, mailing lists, FTP sites or other areas of the internet that would be considered offensive in the judgement of the Headteacher or other members of staff where “offensive” includes pornographic, racist, violent, illegal, illicit, extremist or any other forms of inappropriate content.
- I understand that there can be dangers associated with seeing people contacted via the internet and will not attempt to develop a personal relationship that could lead to meeting the person.
- I will not communicate or attempt to communicate with any staff members over personal social networking platforms.
- I will not accept or send ‘friend requests’ from/to any staff members over personal social networking platforms.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the school on any social networking platforms which may affect the school’s reputation.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of students, staff or parents, on any online website.
- I will not post any material online that:
 - Is offensive
 - Is private or sensitive

- Infringes copyright laws
- Damages the school's reputation
- Is an image or video of any staff, parent or nonconsenting student

4. Email Usage

Use of email by students of Davenant Foundation School is permitted and encouraged where such use supports the goals and objectives of the schools. All students are provided with their own Google email for educational use only. Davenant Foundation school expects that the students must ensure that they:

- Use email in an acceptable way
- Do not create unnecessary risk to the school by their misuse of the email system
- Comply with current legislation which is your responsibility to keep up to date on.
- Students are only allowed to use their e-mail address to login to websites or portals that have been authorised.
- Students should not use their e-mail address to sign up for newsletters from websites unless this has been authorised.

Therefore

- Students are responsible for the content of emails sent
- Email Filtering – Our use of Google mail provides us with some spam filtering and some anti-virus scanning that can prevent infected emails from being sent or received by the school. Infected is defined as: an email that contains a virus or script (i.e. malware) that could be damaging or destructive to data; spam email such as a phishing message. The sending of offensive profane or abusive emails or other messages is forbidden and there are new attacks all the time so there is a need to remain constantly vigilant
- If students receive any offensive or inappropriate emails, they should report it to a teacher or the IT support team immediately
- Use of school email accounts for bullying or harassment will not be tolerated.
- Email attachments should only be opened if they have come from a known and trusted source
- The sending of email attachments containing any programme file or shortcut that damages, shuts down, deletes or alters or otherwise modifies the operating system is a criminal offence (Computer Misuse Act 1990)
- The use of email rules that disrupt, slow down or damage the email servers or network systems are not permitted.

- The school reserves the right to monitor all students, systems and files as outlined in section 1.
- If a student is found to have breached the use of the email system, they will face withdrawal of their email and/or network account for a fixed or indefinite period, the duration of which will depend on the factors such as the seriousness of the breach and contact with parents/carers will be made to discuss concerns
- Serious offences may result in temporary fixed term or permanent exclusion from school.

5. Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement by students or staff members to **the headteacher**.
- I understand that the school has full access to my use of the network, system and internet and this includes my school email accounts on or offsite. These will be monitored by the IT department and **e-safety officer** and the school reserves the right to examine or delete any inappropriate content and I recognise the consequences if I breach the terms of this agreement, e.g., having personal devices confiscated.
- I understand that the **headteacher** may decide to take disciplinary action against me in accordance with the school's **Behavioural Policy** if I breach this agreement.

6. Artificial Intelligence (AI)

- Davenant recognises that the rapid development of AI tools presents opportunities for students to enhance and develop their learning
- However, students should discuss with their teacher(s) the relevance and boundaries around AI use in support of their learning prior to using sites.
- Students should be aware that the of referencing AI tools correctly when using AI tools to produce work, especially if the work is for an assessment, is essential. This is order to allow teachers and assessors to review how AI has been used and whether it was appropriate.
- Students' references to AI sources will be in accordance with exam board guidelines.
- If using agreed AI tools, pupils will ensure that any content produced is scrutinised and cross-checked for its appropriateness and accuracy. Students should be aware that AI tools return results based on the dataset they have been trained on. They may not have been trained on the National Curriculum, and may not provide results that are comparable with a human-designed resource developed in the context of the national curriculum.
- Students should be aware that using AI tools cannot replace the judgement and deep subject knowledge of a human expert. Students must seek to acquire their own knowledge, expertise and intellectual capability rather than relying on AI tools in their work.

7. Data retention on leaving

- When students leave access to the schools systems is disabled immediately.
- Accounts and associated data will be deleted within 10 days.
- Students should therefore avoid saving any personal data on the school systems.
- Students should not use their allocated e-mail address for any means other than educational purposes during their enrolment at Davenant.

I acknowledge that I have read and understood this agreement and I have discussed this with my child

I understand that their access to school systems is for educational purposes only

I understand that whilst every effort will be made to monitor the usage of the systems, I recognise that this is impossible for the school to continually monitor and restrict access to all controversial material whilst allowing compliant students freedom to research

I further acknowledge that while filtering and monitoring systems are in place to safeguard students, students must be responsible for rejecting unsuitable material and reporting it a member of staff and as such I have discussed this agreement with my child and will ensure that they will abide by each principle.

Parent/Carer Name:	
Signed:	
Date:	
Student Name:	
Signed:	
Date:	