



Acceptable Use of IT Equipment at School 2026-2027

IT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment. Information Technology covers a wide range of resources including web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of IT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- o Websites
- o Apps
- o E-mail, instant messaging and chat rooms
- o Social media, including Facebook and Twitter
- o Mobile/smart phones with text, video and/or web functionality
- o Other mobile devices including tablets and gaming devices
- o Online games
- o Learning platforms and Virtual Learning Environments, such as Firefly
- o Blogs and Wikis
- o Podcasting
- o Video sharing
- o Downloading
- o On demand TV and video, movies and radio/Smart TVs
- o AI

Whilst exciting and beneficial both in and out of the context of education, much IT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At d'Overbroeck's, we understand the responsibility to educate our students on e-safety Issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

The Acceptable Use Agreement for students is inclusive of

- o fixed and mobile internet;
- o technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc); and
- o technologies owned by students and staff, but brought onto school premises (such as laptops, mobile phones and other mobile devices).



Acceptable Use of IT Equipment at School Agreement Students at d'Overbroeck's Sixth Form

- I will only use IT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes.
- I will only use AI for purposes that support, not subvert, my learning.
- I will not download or install software on school technologies.
- I will only log on to the school network, other systems and resources with my own username and password.
- I will follow the school's IT security processes by not revealing my passwords to anyone and change them regularly / when prompted.
- I will use only my school e-mail address to communicate with other members of the school.
- I will make sure that all IT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I am aware that when I take images of students and/or staff (which may only be done with the express permission of the school) that I must only store and use these for school purposes in line with school policy and must never distribute these outside the school network without the permission of all parties involved. This includes school breaks and all occasions when I am in school uniform or when otherwise representing the school.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community.
- I will respect the privacy and ownership of others' work at all times.
- I will not attempt to bypass the internet filtering system.
- I will not tamper with any hardware or software belonging to the school.
- I will not use personal electronic devices (including smart watches) of any kind during lesson time without the express permission of a member of staff.
- I understand that all my use of the Internet and other related technologies will be monitored and logged by the IT department and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/guardian may be contacted.



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IT including the internet, e-mail, mobile technologies and online resources have become an important part of learning in our school. We expect all students to be safe and responsible when using any IT. It is essential that students are aware of e-safety and know how to stay safe when using any IT.

Students are expected to read and discuss this agreement with their parent(s) and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with Dominic Hunter, Head of Computer Science.

Failure to comply with these rules will result in one or more of the following:

- o A ban, temporary or permanent, on the use of the internet facilities at school.
- o A letter informing your parents/guardian of the nature and breach of rules.
- o Appropriate sanctions and restrictions placed on access to school facilities, to be decided by the Head of Sixth Form and/or Head of Department.
- o Serious acts of harassment, discrimination, cyber-bullying and deliberate access to inappropriate materials by any user will lead to the incident being logged by the relevant responsible person, and an investigation by the Head of Sixth Form. Depending on the seriousness of the offence, sanctions could include immediate suspension, possibly leading to expulsion and involvement of police for very serious offences.

The following related policies are available from the school website or from the school upon request:

- o e-Safety policy
- o Mobile devices policy
- o Plagiarism policy

You and your parent/guardian are asked to sign the form below and return either a hard copy or a scanned copy to d'Overbroeck's. It will be kept on record at the school.

Acceptable Use of IT Equipment at School Consent Form



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Student Agreement

I have read, understood and agree to abide by the rules stated in the Acceptable Use Policy.
I understand the consequences if I do not.

Student name: _____ Year Group: _____

Signed: _____ Date: _____

Parent/Guardian Consent

I have read and understood the school rules for acceptable use and I give permission for my son/daughter to access the IT resources. I understand that the school will take reasonable precautions to ensure that the content accessed through the internet is appropriate but I accept the school cannot be held responsible for any inappropriate material that is obtained through the internet. I agree that the school is not liable for any damages arising from the use of the internet facilities.

Student name: _____

Parent /Guardian Name: _____

Signed: _____ Date: _____