



DENBIGH SCHOOL



Denbigh School

Acceptable Use of IT

for Students

Agreement

2024

Policy Name:	Acceptable Use of IT for Students Agreement
Version:	1
Date published:	07/03/2024
Date to be reviewed by:	05/03/2027
Role of Reviewer:	Local School Board
Statutory (Y/N):	N
Published on website: *	2
Policy Level: **	3
Relevant to:	All
Produced in consultation with:	SLT IT Lead
Approved by:	Local School Board
Approval date:	05/03/2024

*Publication on website			
Trust website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO. Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

ACCEPTABLE USE OF IT AGREEMENT

The use of IT, including the internet, on-line learning platforms, virtual learning environments, e-mail, video, cameras and other mobile technologies has become an integral part of teaching and learning at Denbigh School. As a result, students at Denbigh School have access to a wide range of equipment and software to assist with their studies. 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 at school.

Your son or daughter will be able to access the internet and correspond by e-mail with other students and staff whilst in-school, at home, or abroad. When they use e-mail, they will be acting as an ambassador for Denbigh School. Consequently, it is important that our school expectations are maintained at all times.

Any e-mail that your son or daughter sends must not contain material which could cause offence, either to any person in this country or in the country to which they are sending it. This means that they would not be embarrassed or offended if the e-mail was to be read by their teacher or their parents. We also ask that if your son or daughter receives any offensive mail, they report it to either their Tutor or their Head of Year, so that appropriate action can be taken.

When using the internet, certain conditions apply. Your son or daughter should not visit or attempt to visit any site which could be considered offensive. Denbigh School reserves the right to make the decision on whether a site is considered offensive when students are either logged into their school account or using the school network. The internet filtering system utilised by Denbigh School, filters very carefully which sites students can and cannot visit. However, it is not possible to offer a guarantee that all offensive sites have been blocked, due to the ever-changing nature of on-line content.

We closely monitor both e-mail and web access and all students take part in lessons designed to assist them to stay safe whilst using the internet.

We are confident that your son or daughter is unlikely to break any of the terms within this Agreement. However, we ask you to stress to your son or daughter the importance of not abusing the trust placed in them. We ask that you read and discuss this Agreement with your son or daughter – including the e-safety rules below – and that you reinforce the importance of staying safe on-line and how to report any incidents of IT misuse.

e-safety rules

As a Denbigh School student, I agree to the following:

- I will only use Denbigh School IT systems in-school, at home, or abroad including the internet, e-mail, digital video, mobile technologies etc. for school purposes.
- I will not download or attempt to install software on school equipment.
- I will only log-on to the school network and any Denbigh School virtual learning environments with my own username and password.
- I will not reveal my username or passwords to anyone.
- I will change my passwords regularly and use a password with a minimum of 12 characters that includes at least one special character, capital letter and number. *(The School recommends that you change your password at least once per academic year).*
- I will ensure that my on-line activity, both in-school and outside school, will not cause my school, the staff, students or others distress, or bring the school into disrepute.
- When I am logged onto the school network, I will only use my authorised school e-mail account to send messages. This means that whilst I am in-school, I will not attempt to use the school computers to send any messages via a private e-mail account or messaging service.
- I will make sure that all IT communications with students, teachers or others, is responsible, sensible and polite.
- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
- I will use the Denbigh School virtual learning environments for work purposes only and will not use them as a method of social communication.
- I will not browse, download, upload or forward material that could be considered by the school to be offensive or illegal. If I accidentally come across any such material, I will report it immediately to a teacher.
- Whilst on-line, I will not tell anyone any personal information such as my name, phone number and address, or give out information about anyone else.
- I will not arrange to meet someone I make contact with on-line.
- If I take any images using Denbigh School equipment, they will only be taken, stored and used for school purposes in line with the consents provided by my parents, and will not be distributed outside the school network without the permission of the school.
- I agree to not engage with any social media (including but not limited to Instagram and Tik-Tok) whilst on the school premises. I will ensure that any use of social media outside of the school will be appropriate and will not cause my school, the staff, students or others distress or bring the school into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies is monitored and logged and can be made available to my teachers and my parents.
- I understand that these rules are designed to keep me and all members of the Denbigh Learning Community safe and that if they are not followed school sanctions will be applied.

Parents/carers and students are asked to indicate their agreement to abide by these e-safety rules in the New Entrant Information Form included with this pack. A decision not to sign will result in the school restricting your son/daughter's access to our IT facilities.

NB – If guidance contained within this policy should be in contradiction to the General Data Protection Regulations Policy (GDPR), then please default to the Denbigh Alliance Data Protection Policy for clarification.