

# PLYMOUTH COLLEGE

## ICT Acceptable Use Policy for Pupils 2025-2026



This policy is available as a [Google Form](#) for Years 5 and above.

Years 3 and 4 will sign a paper copy.

Parents sign on behalf of their child/ren in year 2 and below.

### **This Plymouth College Acceptable Use Policy is intended to ensure that:**

- You are a responsible user, staying safe while using the internet.
- School ICT systems and users are protected from anything that could damage them.

The School will try to ensure that you will have good access to ICT to enhance your learning and will expect you to be a responsible user.

NB: This policy covers the use of ICT outside the Boarding Houses and as such each Plymouth College boarder has an additional **Individual Boarder's ICT Acceptable Use Contract**.

### **Key Points of the Acceptable Use Policy**

1. I will be careful before providing any personal information to a website or an individual online;
2. I understand that sending or receiving inappropriate images on my personal communication devices is against school rules, dangerous and in some cases against the law and may result in legal action being taken;
3. I must use School ICT systems in a responsible way, as a member of the School community;
4. I must understand that my online actions must not have a negative effect on others, or the School;
5. The requirements of this Acceptable Use Policy apply to any personal communication equipment that I use at any time in a way that relates to me being a member of this School;
6. I will respect any copyright that exists on information found online.

### **Acceptable Use Policy – Detail**

I understand that I must use Plymouth College ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

### **For my own personal safety:**

- I will keep my username and password secret and not share it with anyone else.
- I will not use any other person's username and password.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about others when online. This includes pictures.
- I will be cautious about information I choose to share online.
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me.
- I will immediately report to a teacher any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

- School will monitor my use of the ICT systems.

**I understand that everyone has equal rights to use technology as a resource:**

- I understand that the School ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission.
- I understand that if I am a boarder, I have access to other services, sites and applications in the boarding house which are blocked around the school during school hours. I also understand these are age restricted and I will not attempt to access unsuitable services, sites or applications.
- I will not make large downloads or uploads that might take up internet bandwidth and prevent other users from being able to carry out their work.
- I will not use the School ICT systems for online gambling, internet shopping, or peer to peer (e.g. torrent) file sharing or stream media that is copyright protected and unpaid for.
- I understand that should I break any ICT AUP rules, then I may have my privileges removed by the Director of Systems and IT.
- I understand that the internet at the school is logged. This includes but is not limited to email content, browsing activity, and file access history on school-managed platforms and devices.

**I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, offensive, aggressive or inappropriate language or comments and I appreciate that others may have different opinions.
- I will not take or distribute illegal or inappropriate images of myself or anyone else.
- If I receive an inappropriate image, I will report it to a member of the school safeguarding team, who will advise me on when and how to delete it.
- I will not take and distribute any images of anyone else without their permission.

**I recognise that Plymouth College has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the School.**

- I understand that if I do use my own devices for School work, including use at home, I will follow the rules set out in this agreement just as if I was using School equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering systems in place to prevent access to such materials.
- I will immediately report to a teacher or the IT Manager any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person/ organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a school machine, or store programmes on a school computer, nor will I try to alter school computer settings.
- I am responsible for all activity carried out using my network login ID and I will remember to log off when I have finished using my machine.
- If I bring a personal mobile media device (e.g. USB device) into school, I will ensure that it has

had a virus check before I insert it into a school machine.

- If I use a personal device or computer/laptop for school, I will ensure that I have working, up to date anti-virus software installed and have not disabled any of its firewall settings.

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is copyright protected, I will not download illegal copies (including music and videos).
- I understand the seriousness of plagiarism (including Artificially generated material) when undertaking a self-study exercise and accept that the school will take disciplinary action if I attempt this.
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of School:**

- I understand that the School also has the right to take action against me if I am involved in any incident of inappropriate behaviour that is covered in this agreement even if out of School hours (examples include cyber-bullying, peer on peer abuse, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to School discipline. This may include loss of access to the network/internet, detentions, suspensions, contact with parents and, in the event of illegal activities, involvement of the police.

**Plymouth College Pupil ICT Acceptable Use Agreement**

Please complete the sections below to show that you have read, understood and agree to the rules included in the Pupil Acceptable Use Policy. If you do not sign and return this agreement, access will not be granted to School ICT systems.

I have read and understand the policy and agree to follow it when I use

- the School ICT systems and equipment (both in and out of School)
- my own equipment in School e.g. mobile phones, laptops, iPads, PDAs, cameras etc.
- my own equipment beyond the School site in a way that relates to me being a member of Plymouth College e.g. communicating with other members of the School, accessing School email, Intranet etc.

Name: \_\_\_\_\_

Form: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_