IT & Digital Services Acceptable Use Policy (AUP)

This policy was updated in March 2025.
Review is due for the beginning of March 2026.
All changes from previous documents and sections have been highlighted yellow.

Contents

This policy initiated   - March 2025
Policy written by   - The Head (Adrian Stewart)
Policy to be updated on an annual basis.

Change Log – for 2025/2026

Sections that have changed from the previous Online Safety Policy..

Introduction and Aims

This policy outlines the acceptable use of IT systems and devices during a pupil's time at Glebe House School.

Your Device

Your school device should always be in a case when being moved around the school. While Glebe House School understands that a level of wear and tear is to be expected over the course of education, we will not necessarily pay for any damage caused by accidental or negligent behaviour, or any damage caused by water or other liquids. Damaged screens are not covered by insurance and while we will endeavour to keep the costs down a charge may be applied to replace them.

We monitor and filter all internet and applications on the devices in accordance with DfE guidance (updated 29 March 2023) which is outlined in the Safeguarding Policy. Social Media is blocked during school times.

We will supply a working charger to ensure that the device is fully operational. Please charge the device fully in the evenings to ensure it lasts the entire day. Any chargers damaged intentionally or not will incur a charge to replace the charger. Any chargers lost will incur a charge to be replaced.

This device is for you to use while you are a pupil at Glebe House School and must be returned when you leave.

This policy applies to any and all devices that are loaned to you for the duration of your time at Glebe House School.

Responsibilities

The pupil exercising their right to use any hardware or software on the school network, out of school or at home:

- Will accept the responsibility for the preservation in good condition of that hardware and/or software.
- Will accept that only those pupils who have received induction training shall be authorised to use any of the hardware or software.
- Will make sure no school hardware or software is damaged, destroyed, modified, or abused in any way.
- Will keep programs and files of a viral, illegal, or damaging nature off the school's equipment.
- Will not intentionally respond to phishing or other security-related attacks on the school network or systems.
- Will not remove, relocate, dispose of, or modify any hardware or software.
- Will ensure that food or drink is not allowed near any computer or any other electronic equipment.
- Will report any unauthorised use of the pupil's account directly to the Head or DSL team.
- Will avoid using portable media, eg USB removable devices
- Will comply with the school's data protection policies and those in law.
- Will follow any safeguarding and educational requirements/advice around the use of this technology, especially when working with pupils remotely.

The following is a list of prohibited activities, however, this is not exhaustive and subject to review. The pupil:

- Will not use any other account but the account assigned to them nor allow unauthorised non-Glebe House School personnel or other users to use their school device nor access the school data services or networks.
- Will not attempt to bypass accounting or security mechanisms, or to investigate files, programs, or directories outside the areas assigned to them including the use of Virtual Private Networks (VPNs) or other software designed to circumvent monitoring and filtering.
- Will not attempt to exit from the user name allocated to them by the IT Department nor seek to modify or subvert the network or devices operating system.
- Will not attempt to sabotage the school networks in any way, i.e. corrupting files, transferring viruses, damaging the file system, deleting files other than their own, etc.
- Will not modify, vandalise or neglect the computer equipment or components, i.e. CPU, monitors/screen, keyboard, mouse, printer, scanner, etc. This includes spillage of liquids on or dropping of the equipment where due care has not been taken.
- Will not use, copy, or disseminate text, graphics, or program files of an inappropriate, discriminatory, obscene, illegal, or pornographic nature or attempt to circumvent copyrighted materials by the use of software tools for downloading or distributing such materials.
- Will not intentionally visit websites and other resources that may introduce malware onto the school computers or network or initiate actions by third parties such as phishing or ransomware.
- Will not install software other than that agreed and provided by the IT Department and never in any way contrary to copyright and intellectual property rights.
- Will not divulge passwords or other credentials nor leave themselves logged on and should immediately change default passwords to individual secure ones.

The school, by means of designated personnel, retains the right to monitor, view, and maintain all aspects of school-provided devices, systems, and networks including individual storage of files. Files containing inappropriate, obscene, or pornographic material or file names may be deleted and/or copied for evidence without warning by the Head or DSL team if subject to an access request by an authorised body.

Leavers

All school-owned equipment should be returned to the IT Department no later than your last day in school, unless authorised. All user accounts will be disabled and removed on your last contractual day.

Penalties

The guidelines outlined in this policy are not all-inclusive nor exhaustive; other breaches not specified but similar in outcome will be dealt with accordingly. Any breaches of this policy will have appropriate measures as a result. Any pupil who is not conforming to this policy may have intervention strategies and/or disciplinary actions taken by the school and such breaches may, in extreme cases, be deemed as misconduct or gross misconduct as determined by other school policies.

Updates

This policy is subject to review and update. A current version can be requested and major changes will be notified to staff by email and placement in the school administration systems. The school reserves the right to change its monitoring policies without notice.