Inspire Learning Trust
Information Technology
Learner Acceptable Use Policy

KS2 AUP – Junior School Pupils

The following statements should be read with the support of parent/carers to help keep pupils and others safe and happy at school and home:

1. I learn online – I use the school internet, devices and logins to learn and have fun. School can see what I am doing to keep me safe.
2. I ask permission – at home or school. I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
3. I am creative online – I don't just use apps, sites and games to look at things other people made or posted.
4. I am a good friend online – I won't share or say anything I know would upset another person or they wouldn't want to share. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
5. I am part of a community – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
6. I am a secure online learner – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords.
7. I am careful what I click on – I don't click on unexpected links or pop-ups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
8. I ask for help if I am scared or worried – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game.
9. I know it's not my fault if I see, or someone sends me something bad – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult.
10. I communicate online with people I already know and have met in real life or that a trusted adult knows about.
11. I never pretend to be someone else online – it can be upsetting or even dangerous.
12. I check with an adult before video calling anyone – this includes going live.
13. I don't take photos or videos of people without them knowing or agreeing to it.
14. I keep my body to myself - Remembering the PANTS rule at ALL times.
15. I say no online if I need to – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, I say no, stop chatting and tell a trusted adult immediately.
16. I tell my parents/carers what I do online.
17. I follow age rules on apps and games to keep myself safe.

18. I only give out private information if a trusted adult says it's okay.

19. If I turn on my location, I will remember to turn it off again.
20. I am careful what I share and protect my online reputation – I know anything I do can be shared and might stay online forever.
21. I am a rule-follower online – I know that apps, sites, and games have rules on how to behave, I follow the rules, block bullies and report bad behaviour, at home and at school.
22. I respect people's work – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission, if it is copyright free or has a Creative Commons licence.
23. I use artificial intelligence responsibly – If I use AI tools to create work, I will let my teachers know and not pretend I created it myself.
24. I am a researcher online – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online. I know which sites to trust and how to double check information I come across. If I am not sure, I ask a trusted adult.
25. I am aware that the school will manage carefully the apps I can access. These may change throughout the year but I will always be protected by online safety tools the school employs.

KS3+4 AUP – Secondary School Pupils/Students

The following statements should be read and understood by all pupils/students:

1. I will only log on to the school systems with my own username and password.
2. I will use unique strong passwords that I will not share with anyone.
3. I will immediately change my password if I think someone else knows it.
4. I will only use my school email address on school devices
5. I will ensure my communications with others are responsible and sensible.
6. I will not try to access or share any material that could be offensive or illegal 7. If I accidently find inappropriate material I will report this to my tutor/teacher.
8. I will not arrange to meet someone who I have only ever contacted online
9. I will not give out or share any personal information such as images, phone numbers or addresses.
10. Pictures, Video or Sound recordings of other pupils/students or staff must only be done following permission from a teacher and those being recorded.
11. I will ensure my online activity in school and outside will not cause any distress to my school, staff or other pupils/students.
12. I will report any concerns that I have about myself or anyone else online to a member of staff.
13. I will support the school online safety and never upload content that is disrespectful or harmful.
14. I will never knowingly bring a computer virus, spyware or malware into school.
15. I will not attempt to use proxy sites on the internet. I will not attempt to bypass any security systems that the school has put in place.
16. I will respect the privacy and ownership of other's work online

17. I accept that if I use Artificial Intelligence tools to create content that I will clearly identify this to my teachers and not pretend I created the content unaided.
18. I understand that all of my system activity including internet searches and emails are monitored
19. I accept that any potential mis-use of the systems will result in consequences including sanctions, the removal of access and contact with parents/carers. Any breach of the law may lead to the involvement of the Police.
20. I am aware that the school will manage carefully the apps and services I can access. These may change throughout the year but I will always be protected by online safety tools the school employs.

KS5 AUP – Sixth Form College Students

The following rules apply to all College students:

1. All system activity, including internet searches and emails are monitored, with usage alerts sent to Safeguarding and Pastoral Support staff. Misuse of the systems will result in appropriate consequences, including, but not limited to, the removal of access, contact with parent/carers and sanction via the college's misconduct process.
2. Usage should be within the bounds of the law and decency. For the avoidance of doubt, no sexually explicit or racist material, indecent images or any material likely to cause offence or embarrassment to others should be created, downloaded or accessed.
3. You should ensure appropriate courtesy and respect to others. Disparaging remarks about others should not be made. The messages you send or information you upload, will always be polite and sensible. You will not send or post defamatory or malicious information about a person or about the College as this may breach the College's behaviour policy and/or Malicious Communications Act 1988, Computer Misuse Act 1990.
4. You will take all reasonable steps to ensure that you are aware of e-safety issues affecting young people. You will only email individuals that you know or that you tutors have approved.
5. When accessing internet sites, you will not give out home addresses, phone numbers, send a photograph or video, or give any other personal information that could be used to identify you, your family, your friends or staff members, unless given permission by them and an appropriate member of staff (such as a teacher who knows you, or your Progress Tutor)
6. You will never arrange to meet someone you have only ever previously met on the internet, by email or in a chat room unless your parent/carer has given permission and you take a responsible adult with you.
7. If you see anything you are unhappy with or receive a message you do not like, you will not respond to it but you will tell a member of staff.
8. If you access inappropriate material by accident (e.g. on a website) you will tell a member of staff
9. You will keep your password secure and secret and will never give it to anybody else to use.

10. You understand that your student login gives access to systems and information that other students are not entitled to access and you will not, under any circumstances, allow anyone else access to a system under your login credentials.
11. You will not leave an unattended computer logged in and will always log off when you finish using a College device.
12. If you think someone else has obtained your login details, you will report it to IT support staff or a member of staff as soon as possible and ensure that your password is changed.
13. You will not try to bypass security features or systems in place on the network, or try to access resources or user account files that you do not have permission for; i.e. hacking.
14. If you find that you do have access to an area that you know you should not have access to you will inform IT and a member of staff immediately.
15. You will never knowingly bring a computer virus, spyware or malware into College.
16. You will not attempt to use proxy sites on the internet. You will not attempt to bypass any security systems that the College has put in place.
17. If you think a College computer or a removable storage device that you are using contains a virus, spyware or other malware you will inform IT Support and a member of staff.
18. You will not attempt to connect to another user's laptop or device while at College. You are not permitted to establish your own computer network.
19. You will not knowingly install spyware or any sort of hacking software or device.
20. You will respect the privacy and ownership of other's work online.
21. Pictures, video or sound recordings of other students or staff must only be done following permission from a member of staff and those being recorded.
22. You accept that if you use Artificial Intelligence tools to create content that you will clearly identify this to your teachers and not pretend you created the content unaided.
23. You understand that all files and emails on the College computer system and cloud platforms are the property of the College. As such, system administrators and staff have the right to access them if required.
24. Access to many sites on the internet is blocked. You will not attempt in any way to bypass these blocks. If a site is blocked which you believe is needed for coursework you can request via a member of staff. You will not attempt in any way to bypass these blocks.
25. If your actions cause damage to computer equipment, you will be charged for the cost of repairing items broken or damaged through carelessness or vandalism. You may also be charged for the cost of correcting problems caused by hacking or tampering.
26. You should understand that sanctions will vary depending on the severity of the offence. Any breach of the law may lead to the involvement of the Police.
27. I am aware that the college will manage carefully the apps and services I can access. These may change throughout the year but I will always be protected by online safety tools the college employs.

Agreement

I agree that I have read and understood this agreement and ensure that I will abide by each, as set out.

I understand that my use of the internet will be monitored by the IT systems and recognise the consequences if I do not follow this agreement.

I understand that the Principal may decide to take disciplinary action against me, in accordance with the Behaviour Policy, if I do not follow this agreement

Name ……..

Signature ……..

Date ……..

Policy Review Frequency	Annual
Policy to be approved by	ELT, Trust Board
Date of Review	September 2025
Approved by Chair	David Naisbitt, CEO
Next Review	September 2026
Lead Professional / External Review	Justin Roberts, Trust Strategic Lead: IT
Communication	Staff Handbook, Websites
Document Location	Staff Handbook, Every Compliance System, Document Library
PA/HR Officer	Leah Carr