

ACCEPTABLE USE OF TECHNOLOGY POLICY (PUPILS)

What This Is About:

When you use the school computers, internet, or Wi-Fi, you need to follow some important rules. These rules help keep everyone safe, happy, and respectful online.

Who This Is For:

- All pupils using school computers, tablets, Wi-Fi, or school apps.
 - Parents are asked to help support these rules at home too.
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Main Rules:

- Use the school's computers and internet mainly for schoolwork.
- You can use them for fun sometimes, but **only** if you follow the rules and stay safe.
- Be kind, respectful, and thoughtful when using school technology.
- Keep school data and personal information safe.
- Always ask if you're unsure whether something is okay to do.

If you're not sure about something, ask your Housemistress, Housemaster, or Tutor.

Things You MUST NOT Do:

- Use emails, chats, or online spaces to bully, tease, or annoy others.
 - Use school internet for buying/selling things or politics.
 - Try to break into school computers or other people's accounts.
 - Copy or use other people's work (like photos or writing) without permission.
 - Download or share illegal stuff.
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Sending Messages (Emails, Teams, and Chats):

- Be polite and respectful in all your messages.
- Don't use rude or inappropriate words.

- Don't share private information unless a teacher says it's okay.
- Know that teachers might check emails and chats to keep everyone safe.
- Only email people if it's necessary – don't send big files or spam lots of people.
- Don't share your password.

If you get a strange email, **DON'T click** on links or open attachments – tell a teacher or the IT team.

Using Computers and Phones:

- Always lock your laptop, tablet, or phone with a password or PIN.
 - If you lose or break a school device because you weren't careful, you might have to pay for repairs.
 - Your internet use and school emails are checked to keep everyone safe.
 - Look after any school equipment you're given.
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Mobile Phones:

- Phones must stay hidden during the school day.
 - No phones allowed in dining rooms or Chapel.
 - Phones should be on **silent**.
 - Headphones shouldn't be worn while walking around school.
 - Trips are usually **phone-free** unless teachers say otherwise.
 - The school can check your phone if they think you've broken the rules.
 - You must PIN-protect your phone if you connect it to school Wi-Fi.
 - More mobile phone rules are in a special section called Annex A.
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Taking Photos and Videos:

- Be respectful when using cameras or video features on devices.
 - **Never** take pictures or videos in private places like bedrooms or bathrooms.
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Storing Your Work:

- Always save schoolwork to the school's cloud storage (OneDrive).
 - If you don't, you might lose important work!
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Online Lessons (Microsoft Teams):

- Only use the chat feature during lessons if the teacher says you can.
- Teams messages are checked by the school to keep you safe.

School Website:

- Your work might appear on the school's website, but only your **first name** will be shown.
- No personal addresses or phone numbers will ever be posted.

Printing:

- Try not to waste paper – email or share work online instead of printing.
- Printing rude, offensive, or personal things is not allowed.

Staying Safe Online:

- Tell a teacher if you see something weird, scary, or upsetting online.
- Keep your passwords secret.
- Don't use someone else's work or accounts.
- The school can look at your emails and online activity if they need to.

Social Media:

- Only use approved social media sites at approved times.
- Never post anything that could be rude, mean, or embarrassing to others or the school.
- If you see anything bad online that involves school, report it straight away.

If You Break the Rules:

If you do any of these bad things, there could be serious consequences, including:

- Losing computer or internet privileges.
- Being suspended or even expelled.
- Having the police involved if it's really serious.

Bad things include:

- Looking at or sending rude or illegal stuff.
 - Bullying others online.
 - Breaking copyright (copying others' work).
 - Posting hateful or dangerous messages.
 - Using AI to cheat on schoolwork.
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Final Notes:

- By using the school's technology, you agree to follow these rules.
 - If you break them, there will be consequences.
 - You must sign a form to show you understand and agree.
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Annex A – Mobile Phone Rules

- Younger pupils can only use basic "brick" phones to call parents.
- Sixth Formers have more freedom with phones but must still use them responsibly.

LOWER SCHOOL

- Girls will not be permitted access to smart phones during term time. There are several alternative ways by which girls can communicate with their families: their Surfaces give them access to Teams (video and audio calls); Google Meet; Google Chat and WeChat. In addition, each House will have an iPad available for girls to use.
- Pupils may have a 'brick' phone to call and text parents and family at specific times, and these will be kept by House staff until needed.
- House staff will facilitate pupils being able to video call their parents on their Surface, at agreed times.
- Overseas pupils using smart phone when travelling should hand these in during term time.
- Allowances will be made for pupils to contact families who live overseas.
- Smart watches are not permitted and devices with internet access are discouraged.

UPPER SCHOOL

- Phones will be kept by House Staff until agreed calling times. Phones may not be taken out of the House during the working day.
- UIV Pupils are not permitted smartphones during term time, but may use a 'brick' phone to call and text family at specific times. These phones must be purchased by the School on your behalf.
- L5 Pupils may have their phone for 45 minutes every evening (Monday to Friday), for 2³/₄ hours on Saturday evenings, and on Sundays for 3³/₄ hours in the morning and 45 minutes in the evening.
- U5 Pupils may have their phone for 1 hour every evening (Monday to Friday), for 3 hours on Saturday evenings, and on Sundays for 4 hours in the morning and 1 hour in the evening.
- Allowances will be made for pupils to contact families who live overseas.
- Smart watches are not permitted and devices with internet access are discouraged

SIXTH FORM

- LVI Pupils may have their phones from after breakfast until 9.30pm, though phones should not be visible in spaces where other pupils are present. Phones must not be taken out of the House before 6pm, and at 9.30pm they should be handed to House staff.
- Phones may not be taken into any dining rooms or into study sessions.
- UVI pupils may have their phones overnight but are encouraged to self-regulate and voluntarily hand them in.
- We anticipate no overnight phone access for UVI from September 2025.
- Although Sixth Form have much less restricted access, girls will be encouraged to regulate their own phone use and use their free time to disconnect.

Revision History:

Revision	Date	Description of changes	Requested By
	May 2025	Initial Release	C Kurn

Review Leader: Director of Digital Delivery and Innovation

Reviewed: May 2025

Next Review: May 2026