

ACKLAM GRANGE SCHOOL



IT Acceptable Use Policy Year 10-11 Students

Status & Review Cycle	Term	Year
Last Review Date	Autumn	2025-2026
Next Review Date	Autumn	2026-2027
Lead	Mr A Fletcher	

This school is an academy within The Legacy Learning Trust.



Acklam Grange School

IT Acceptable Use Policy (AUP) 2025-2026 Y10-11 Students

The school is responsible for providing safe, reliable, and effective IT resources—such as network and internet access—to support your learning. You have a right to these resources. With this right however, come the following responsibilities:

- I will read and follow the guidelines in this AUP and I understand that I must agree to this AUP before I will be allowed to access the school computer network.
- I understand that this AUP is regularly reviewed and that there are consequences if I do not follow it.
- I understand that my use of school IT equipment, internet access, and cloud-based platforms such as Office 365 and Class Charts—both on school premises and at home—will be monitored. I acknowledge that I am expected to use these resources sensibly, safely, and responsibly, and that failure to do so may result in appropriate consequences.
- I will take personal responsibility for my own e-safety. I will not give out any personal details about myself or others.
- I will only use email systems and other messaging methods that are approved by the school.
- I will only use my school email account for appropriate school-related communication with staff, students, and contacts outside of Acklam Grange School. I will use email responsibly and always be polite and respectful. I will not use my email to sign up for social media or online shopping etc.
- I will never use IT for bullying or harassing others or in such a way that will bring the school or myself into disrepute.
- I will not download or install any software or files onto school's IT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that I do not know.
- Where possible I will use OneDrive to access my school work from outside school.
- I will not intentionally access any inappropriate or illegal websites, including those containing offensive, violent, or discriminatory content. If I go on any by mistake I will inform a teacher straight away.
- I will only access computer systems using my own username and password, which I will keep secret. I realise that if I access files that are not my own (hacking) I will be breaking the Computer Misuse Act 1990. I will set an appropriate password that cannot be easily guessed.
- I will look after school IT equipment and report any damage to a teacher straight away.
- I will always '**Think Before I Print**' and where possible I will use alternative methods to printing. When I do need to print I will only print in colour where absolutely necessary.
- I will use the school's wireless network responsibly on my personal devices. I understand that access is limited to websites that support my learning.

- I will not connect my mobile phone to school devices without permission from a member of staff.
- I will only use my mobile phone during lessons when instructed to by the teacher as part of a learning activity. At other times it will be on silent or turned off.
- I will use the school wireless access appropriately at all times on my personal devices. I understand that only websites to support my learning will be made available to me.
- I will adhere to the Data Protection Act (2018) and the Computer Misuse Act (1990) at all times. Links to view these documents can be found on the school website.
- I will make sure that my work does not break copyright.
- I will always log off a computer when I have finished using it.

Student Consent

I confirm that I have read and understood the IT Acceptable Use Policy and agree to the terms.

Student Name (Block Capitals)

Student Signature

Date

Tutor Group