

ACKLAM GRANGE SCHOOL



IT Acceptable Use Policy Year 7-9 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

Year 7- 9 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 always use what I have learned about e-safety to keep myself safe and I will tell a teacher if something makes me worried or unhappy. I will not give out any personal details about myself or others.
- I will only use school IT equipment for school-related work. I will not use it to harm, bully, or embarrass others, or to damage the reputation of the school or myself.
- 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.
- I will take responsibility for my own use of all IT equipment and will use it safely, responsibly and legally.
- 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 not open any unknown email attachments without checking with an adult.
- I will make sure that my work does not break copyright.
- 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 look after school IT equipment and report any damage to a teacher straight away.
- I will not try to get past any security measures in place to protect the school network.
- I will only use the login details I have been given and I will not share them with anybody else. I will set an appropriate password that cannot be easily guessed.
- Where possible I will use OneDrive to access my school work from outside school.

- 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 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 not connect my mobile phone to school devices without permission from a member of staff.
- 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 follow the principles of the Data Protection Act (2018) and the Computer Misuse Act (1990) at all times.
- 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