



DEAN CLOSE
SCHOOL
CHELTENHAM

**Independent, Co-educational, Day and Boarding
Senior School**

**Acceptable Use of Information and Communication
Technology (ICT) for Pupils Policy
(S112)**

Registered Charity No: 1086829

DEAN CLOSE SCHOOL

Acceptable Use of ICT for Pupils Policy

Introduction

1. The use of digital technologies is permitted in school to aid learning and communication among pupils. These technologies can stimulate discussion, promote creativity, and increase awareness of context, to promote effective learning. As pupils, you are entitled to have safe access to technology and communication at reasonable times.
2. This Acceptable Use Policy is intended to ensure:
 - a. That Dean Close pupils are responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use whilst at school or representing the school
 - b. That School ICT systems and all users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
 - c. That the health and wellbeing of all users is considered when these technologies are used, and that wellbeing and emotional health is a priority.
3. Dean Close School tries to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users. The School ICT system includes the use of wireless technology and as such each pupil will be responsible under the terms of this agreement whatever device they are choosing to use.
4. The Education and Inspections Act 2006 and the 2011 Education Act empowers schools to regulate the behaviour of pupils online and follow school disciplinary procedures for inappropriate behaviour.
5. The school has an effective filtering system which does not allow material of a harmful or illegal nature to be accessed on devices at school. There is also a system for monitoring internet use so that the content and quantity of use can be regulated.

Social Media

6. Social media has numerous benefits and pupils are encouraged to find creative and productive ways of using social media platforms. However, pupils need to be aware of the risks involved in social media use particularly in areas of safeguarding and personal or institutional reputation.
7. Social media is constantly evolving with new platforms and algorithms to encourage use. Current platforms include Instagram, Snapchat, TikTok, X, You Tube, Facebook and LinkedIn. Many games also have chatroom and social media functions.
8. As with any internet activity, personal, confidential, or compromising information should not be posted about Dean Close, its pupils or any individual or group without

explicit permission. Social media must not be used to attack, insult, bully or defame any pupils, their families, employees, trustees, ODs, other professionals, or the Foundation.

9. Nothing should be posted that may offend, insult, or humiliate others, particularly based on their sex, age, race, colour, national origin, religion or belief, sexual orientation, disability, marital status, or physical state.
10. Dean Close logos or images cannot be used without permission.
11. All pupils who set up or post on a social network site on behalf of the School or part of it, must have permission from a member of staff, usually a head of department, house parent or member of SLT.
12. Current pupils should not have contact through any social media site with any members of staff unless they are family members, or it is an official site. This means that pupils may follow official school social media but **MUST NOT** interact with a staff private account
13. School email addresses must not be used for setting up personal social media accounts.
14. Pupils should remember that anything they post can have serious repercussions for their future and career. Most universities and employers check applicant social media presence. All deleted content can be retrieved.
15. Live streaming is broadcasting via social media or other platforms to an audience in real time. Whilst live streaming can have benefits, risks from it include people being pressurised or coerced, interaction with strangers and recording of the stream without consent. It is recommended that all pupils are cautious when accessing a live stream as content can be unsuitable.
16. Pupils are not allowed to live stream on school premises, via any means or on any device unless specific permissions have been obtained from a member of staff which is likely to only be given for educational purposes.

Appendix A

Acceptable use of ICT for Pupils policy – Pupil agreement

Using technology is an important part of school life. This agreement explains how to use devices, the internet, AI, and social media safely, responsibly, and respectfully.

By using school technology or connecting your own device to the school network, you agree to follow these expectations.

1. Keeping Myself Safe Online

I will:

- Keep my username and password private.
- Never use someone else's account, even if they give me permission.
- Protect my personal information and respect other people's privacy.
- Tell a member of staff, parent, or trusted adult if I see anything online that worries me or makes me feel uncomfortable.
- Report any messages, content, or behaviour that is threatening, inappropriate, or upsetting.
- Never send, request, share, or store inappropriate or explicit images.
- Remember that sharing explicit images of anyone, including myself, can be illegal and harmful.
- Think carefully before meeting someone I have only spoken to online and only do so with the knowledge of a responsible adult.
- Ask for permission before taking, recording, or sharing photos or videos of other people.

2. Using School Technology Responsibly

I will:

- Use school technology mainly for learning.
- Only use personal devices at school when allowed.
- Follow staff instructions about when and where devices can be used.
- Not try to bypass school internet filters or security systems by using VPNs, proxy services, or other methods.
- Not download, install, or modify software without permission.
- Not do anything that could damage school systems, networks, or equipment.
- Report any damaged equipment or technical problems as soon as possible.

3. Treating Others with Respect

I will:

- Be polite and respectful in all online communication.
- Never use technology to bully, threaten, harass, embarrass, or exclude others.

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- Respect that other people may have different opinions from my own.
- Never post or share content that is discriminatory, hateful, offensive, or harmful.
- Report online behaviour that could put someone at risk.
- Respect other people's work, files, and digital property.

4. Social Media

I understand that:

- What I post online can stay online forever, even if I delete it.
- Future employers, colleges, and universities may view my online presence.
- I should not post confidential information about the school, staff, pupils, or the wider school community.
- I must not use school logos, images, or branding without permission.
- I must not create social media accounts on behalf of the school without staff approval.
- I may follow official school accounts, but I must not interact with staff through their personal social media accounts unless they are family members.

5. Using AI Responsibly

I will:

- Use AI tools as a way to support learning, research, and understanding.
- Check information provided by AI because it may be inaccurate.
- Not use AI to cheat, complete assessed work dishonestly, or break school or examination rules.
- Make sure that any work I submit is genuinely my own unless a teacher has given permission to use AI.

6. Using the Internet and Digital Resources

I will:

- Check that information I find online is accurate and trustworthy.
- Respect copyright and intellectual property.
- Not illegally download or share music, videos, software, or other copyrighted material.
- Think carefully about the websites, content, and information I access online.

7. Wellbeing and Balance

I will:

- Respect school rules about device use and screen time.
- Follow boarding house and school expectations around technology use.

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- Not try to bypass any systems designed to support healthy sleep, wellbeing, or safety.

8. Understanding the Consequences

I understand that:

- My online behaviour both in and out of school can affect myself and the wider school community.
- The school may investigate concerns involving the use of technology where appropriate.
- The school may check devices connected to the school network if there are safeguarding, behavioural, or security concerns.
- Breaking this agreement may result in sanctions, loss of technology privileges, contact with parents, suspension, or involvement of the police where laws have been broken.

9. Pupil Agreement

I have read and understood this agreement. I agree to use technology safely, responsibly, and respectfully, and to ask for help if I am unsure about anything online.

Full name:	Signature:
House:	Date:

(The pupil agreement may be confirmed via an online form)