

## **ICT STUDENT POLICIES (Secondary)**

**Presented to  
Trustees Standards Committee  
19 June 2025**

Date approved: <sup>1</sup>	20 March 2019
Date reviewed: <sup>2</sup>	19 June 2025
Date of next review: <sup>3</sup>	Summer 2028

<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus three years

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

## STUDENT ICT POLICIES (Secondary)

The **Student ICT Policies** are three individual policies which cover the student's use of the network, internet and email. They are directly aimed towards the student.

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Student Use of the Network	Section 1
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1.0	<b>USE OF THE NETWORK</b>
1.1	The Trust reserves its right to monitor your device usage.
1.2	You are responsible for all activity that takes place under your own login. If you allow somebody else to use your account or if you log in as somebody else then you will be severely disciplined.
1.3	Printing should be done as responsibly as possible.
1.4	Any ICT problems/issues should be reported to the Trust's IT support immediately.
1.6	Any breach of the <b>Student Network Use Policy</b> may result in the loss of network access and potential discipline under the school's Behaviour Policy.

#### Student Network Use Policy

- ICT resources must not be used for anything other than academic work.
- You must not attempt to change the configuration of any computer or ICT equipment.
- You must not attempt to install any software.
- Your network password must be kept confidential.
- No logged on computer should be left unattended at any time.
- Print outs should be singular unless requested by your teacher.
- All printed documents should have your name on them.

2.0	<b>USE OF THE INTERNET</b>
2.1	Access to the internet is a privilege and not a right. The Trust constantly monitors your internet usage.
2.2	You are responsible for any sites visited or content viewed using the internet.
2.3	You should be aware of the need to stay safe online. More information can be found at <a href="https://www.ceopeducation.co.uk/">https://www.ceopeducation.co.uk/</a> .
2.4	Where inappropriate sites or material are identified by accident, your teacher or the Trust's IT support should be informed immediately.
2.5	Any breach of the <b>Student Internet Use Policy</b> may result in the loss of internet access and potential discipline under the school's Behaviour Policy.

### **Student Internet Use Policy**

- You must not access or attempt to access websites that are not relevant to your academic studies.
- You must not attempt to download any files.
- The unauthorised use of chat rooms is not allowed.
- The posting of anonymous messages via the internet is not permitted.
- The unauthorised use of web-mail accounts is forbidden.

3.0	<b>USE OF EMAIL</b>
3.1	The Trust may provide you with an email account. This is a privilege and not a right. The Trust reserves the right to monitor your email usage.
3.2	You are responsible for the content of any email sent.
3.3	Emails and attachments from unknown sources should be deleted immediately. Do not open any suspicious messages.
3.4	Where inappropriate emails are received and opened by accident, your teacher or the Trust's IT support should be informed immediately.
3.5	Any breach of the <b>Student Email Use Policy</b> may result in the loss of email access and potential discipline under the school's Behaviour Policy.

### **Student Email Use Policy**

- You must not send emails that are not relevant to your academic studies.
- When authorised, emailing other students is permitted, but only as part of your studies.
- Subscribing to mailing lists or similar services is forbidden.
- Email messages must not be abusive or threatening in any way.

## **4. Policy Review**

The Trust will review this policy in line with the procedure for policy review.

Date for review - If no other reason for review (see policy review procedure) this policy will be reviewed in three years.