

Laurus Trust - Secondary

Student Responsible Use Agreement for ICT

The purpose of this Policy is to ensure the safety of every student and the confidentiality of their work – please read it carefully.

Introduction

The Trust's network/computer facilities are intended to promote teaching and learning, as well as effective communication and working practices within its school. School networks and storage will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that stored files would always be private.

User Credentials

Your password should be complex and include the following; upper/lower case, number and special characters, minimum of 8 characters. NCSC guidelines recommend using a three random words approach.

It is your responsibility to ensure that nobody else becomes aware of your password. You must not pass on your log on details to other students or attempt to access other students' accounts. If at any time you think your password has become known to somebody else, you must change it immediately.

Use of Devices and Networks

You must not attempt to use a PC or laptop without using your personal user account supplied by your school. You must not attempt to infect the network with viruses or attempt any form of attack, exploit or hacking. Any infringements must be reported to your teacher immediately. You are assigned a set amount of space on the network for the purpose of school work only. You should not use this for any other purpose.

USB storage devices are not permitted and should not be used in school. Please be aware that all computers are automatically monitored for user activity, including keystrokes. Any inappropriate usage will be reported immediately to the school Head of Year and appropriate action taken. This also includes any school owned laptops at home.

Internet and Artificial Intelligence (AI) Use

Internet access is filtered and monitored. Students must not attempt to bypass filters or use VPNs. The use of AI tools must be transparent. Any content generated by AI that is used in assessments must be clearly acknowledged. Failure to do so may be considered malpractice under JCQ regulations. Students must not submit AI-generated work as their own. You must not break the copyright law or attempt to pass off material from the Internet (or any other electronic medium) as your own.

Email and Communication

School email accounts must be used respectfully and for school-related communication only. Students must not open suspicious messages, share personal information, or engage in inappropriate communication. Any concerns must be reported immediately. The sending or sharing of abusive or inappropriate messages, photographs or videos is forbidden. Instances of cyberbullying are logged and dealt with in accordance with the school's Anti Bullying Policy. Any files downloaded from or uploaded via Microsoft 365 should only be used for school purposes.

Mobile Technology

Sixth Form students are expected to model exemplary digital behaviour. You may use a mobile phone in the Sixth Form, but in no other area of school. You must not tether your personal device (e.g. tablet) to your mobile phone for internet access, internet access for personal devices is permitted through the school wireless network only. You should ensure that your device has your name and form on your home screen so that the device can be returned to you if lost. Any attempt to access a fellow student or teacher's mobile device will be dealt with very seriously, and will constitute a breach of the Responsible Use Policy. The sending of abusive or inappropriate text messages is forbidden, as is the taking of inappropriate photographs and/or videos. This includes the posting of malicious videos of staff or students online. Action will also be taken against any individual commenting on any videos posted by someone else, if this is deemed to be unacceptable. Instances of cyberbullying are logged and dealt with in accordance with the school's Anti Bullying Policy Sixth Form.

Agreement and Acknowledgement

By signing this agreement, students and their parents/carers confirm that they understand and accept the terms outlined above. They agree to use ICT systems responsibly and acknowledge the consequences of misuse, including those related to AI use in assessments.

Student Name: _____

Signed (Student): _____

Signed (Parent/Carer): _____