Richard Lander School

Acceptable Use Policy for Students

Policy Effective From: September 2026

Responsibility: Assistant Head/Deputy Head/Head/Governing Body

Reviewed and monitored by: Assistant Head/Deputy Head/Head/Governing Body

Review Date: September 2027

I understand that using the computer network is a privilege and that when using the school computers, I will:

- always behave in a sensible, mature way, respecting others at all times
- only log on using my own username and keep my password secret
- report any suspected breach of network security (whether by myself or others) to a member of staff
- refrain from accessing any areas of the internet that would be considered offensive because of pornographic, racist, violent, illegal or illicit content
- never use my school email address to sign up to or access social networking sites
- never seek to insult, harass, abuse or issue false or misleading statements about fellow students or members of staff through the use of language or images, either on the school network itself or via external social networking sites, and will report any cases of such usage
- never use my school email address or social media or networking sites in a manner which may bring the school into disrepute, cause upset to the good order of the school or cause upset to staff or students
- never compromise the right to confidentiality of other students or staff by recording or photographing content without permission
- only use the school computer network for school-related work
- use my school email for appropriate school purposes only
- not attempt to access banned sites through the use of proxy websites or seek other ways of avoiding the school internet filtering system.
- never use mobile internet devices in school to access the internet or email
- always be courteous and use appropriate language both to those around me and those I contact through the network
- not allow copyrighted material to enter the school network eg MP3 files
- not download software, games, music, graphics or video without first checking copyright and asking my teacher
- use any downloaded material in an appropriate manner in my work, listing its source in a bibliography and clearly specifying any directly quoted material
- never reveal personal information including names, addresses, credit card details, telephone or fax numbers and photographs of myself or others
- never subscribe to auto-mailing systems
- only use the school address where I have permission and never give other details about the school, including telephone numbers
- not interfere with or damage the school computers or peripherals, the school systems or network in any way
- report any accidental damage immediately to a member of staff
- report any misuse of the internet or email to a member of staff

I understand that the use of personal mobile devices in school is strictly limited to personal use (playing music / games only) and only used during morning break and the lunch break, and only outside.

During lesson time any mobile device should be switched off and in my school bag. I understand that I must not use any mobile device in school to communicate with other people, or use social media or to record any image, video or conversation with students or staff.

I understand also that I must be respectful to staff and students with regard to my computer use (and especially the use of social media) outside of school.

I understand that if I break any school rules in respect of the detail above, I may have my right to use technology withdrawn and, depending on the seriousness of the issue, I may receive a sanction such as detention, internal exclusion or fixed term exclusion.

I Agree to the above terms of access

Name of Student: _____

Signed: _____

Date: _____