



**St Edward's  
School**

Unity - Achievement - Faith

# Digital technologies and Acceptable Use Policy (AUP)

**Reviewed and Approved by the Personal, Development, Behaviour and Attitudes  
Committee**

**On: 27<sup>th</sup> March 2025**

**Reviewed and Ratified at the St Edward's FGB date**

**On: 27<sup>th</sup> March 2025**

**Next review date: Spring 2027**

**SLT are responsible for oversight of this policy's implementation**

## **MAY WE BE ONE**

**In purpose – educating for life in all its fullness**

**In faith – encountering God who lives among us, calling us to unity**

**In dignity – nurturing confidence and maturity**

**In community – striving together for justice, love and peace**

Our mission statement encourages us to be one in dignity as we nurture confidence and maturity in our community. As a community we must be aware of our responsibilities when it comes to keeping ourselves safe when using digital resources at school and to ensure that they are used for the purpose of education. We must help students to grow in maturity, to be discerning, wise and transparent when accessing information and to behave in a responsible way when using digital resources, to support and build up all members of our community.

**This policy is part of the wider aim of St Edward's School to keep students safe, and to prepare them for life as responsible adults.**

### **The School's expectations**

#### **In relation to education using digital technologies, the school will:**

- Provide education for students on how to stay safe using digital technologies, often referred to as 'e-safety', in relation to harmful online content or activities
- Provide communication methods through Microsoft Office applications for students and staff to communicate within the school.

#### **In relation to the wellbeing and acceptable behaviour of students, the school will:**

- Provide education for students on how to stay safe using digital technologies, often referred to as 'e-safety', in relation to harmful online content or activities
- Monitor student use of school based digital technologies and associated cloud based storage for appropriate use
- Monitor communications using school digital technologies to ensure they are used for the benefit of all within our school community
- Staff will monitor the content on screens in person or remotely, and the content of files stored by students on school and cloud based storage
- Provide filtering of external websites to reduce the risk of harm to students accessing unsuitable content
- Apply the school behaviour policy in instances where students have damaged the reputation of the school whilst using digital technologies within or away from the school site
- Actively monitor the use of digital technologies by the presence of a teacher or by remote monitoring.

#### **In relation to education using digital technologies, students should:**

- Keep all usernames and passwords secure, do not share with others or access the accounts of others
- Not deliberately cause damage to any digital resources, both hardware and software-based (e.g. mouse, keyboard, Microsoft Team for a class) and report any damage of digital equipment to staff
- Not adjust any of the cabling or settings of the computers without permission of a member of staff
- Only use school-provided digital technologies, not their own, such as mobile phones or other devices within school unless given permission by school staff
- Comply with the Acceptable Use Policy
- Sign the 'Acceptable Use' agreement along with their parents.

**In relation to the wellbeing and acceptable behaviour of students, students should:**

- Use digital technologies in a safe, responsible and appropriate manner
- Report the use of your account by another person to a member of school staff - typically your tutor as a first contact but could also be a subject teacher
- Report to school staff if you believe that another student knows your username and/or password
- Not attempt to access harmful content such as websites linked to online gambling, pornography, radical or extremist content.

**Discretionary Rights**

St Edward's School may make adjustments to this policy within the lifetime of the policy as changes to digital technologies, both beneficial and harmful become apparent. Students will be informed of any such changes. St Edward's School has the right to withdraw access to digital resources or cloud based storage to keep students safe and prevent harm to themselves or others when serious breaches of the acceptable use policy occur.

**Acceptable use policy**

- I will respect other people online and communicate with others in the same way as I would in person as expected by the school behaviour policy
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line within school or when using school based accounts away from school
- I will not take photos or videos of other students using digital technologies unless I have been asked to do so by a member of staff and given permission by student(s) in the photograph
- I will not create, post or share content that brings the school into disrepute (harms the school's reputation) or causes harm to other students or staff

- I understand that St. Edward's staff will monitor my use of the systems, devices and digital communications
- I will keep my username and password safe and secure, I will not share it or access accounts belonging to other students or members of the school community
- I will inform a member of school staff if I think that someone may have access to my username and password
- I will be cautious when sharing any personal information such as creating accounts with external providers using school email addresses
- I will not use St. Edward's digital technologies for online gaming, online gambling, internet purchases or to access age restricted content
- I will not make deliberate attempts to damage the school network, digital technology resources or content stored on devices or the cloud
- I will not consume food or drink, apart from water where permission is given, when using school digital technology resources to prevent damage.

**Student(Print) :** \_\_\_\_\_ **Tutor Group:** \_\_\_\_\_

I have read and understand the digital technologies Acceptable Use Policy, and agree to comply with it. I will use digital resources at school in a safe and responsible way and observe all the rules within the Acceptable Use Policy.

Student's signature \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Carer:**

I have read and understand the digital technologies Acceptable Use Policy I grant permission for the student to use the internet, email and other digital resources at school. I understand that the school will take reasonable precautions to ensure that students cannot access inappropriate materials and will teach 'e-safety' to students, but accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet or otherwise. I accept responsibility for setting and conveying standards for my son or daughter to follow when selecting, sharing and exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions. I will encourage and support my son or daughter to develop a beneficial relationship with digital technologies which includes taking breaks to support their mental and physical wellbeing.

Parent/Carer name \_\_\_\_\_ (please print)

Parent/Carer signature \_\_\_\_\_ Date: \_\_\_\_\_