



# **ALTRINCHAM GRAMMAR SCHOOL FOR BOYS**

## **AGSB PUPIL ICT ACCEPTABLE USE POLICY**

<b>Nominated Lead Member of Staff:</b>	<b>TM</b>
<b>Last Review Date:</b>	<b>March 2026</b>
<b>Next Review Date:</b>	<b>September 2027</b>

This agreement between Altrincham Grammar School for Boys and \_\_\_\_\_ regulates the use of computer equipment on the School premises.

**The School undertakes that:**

- Reasonable access will be provided to IT facilities between 8:30am and 3:30pm for the purposes of study.
- After 3:30pm, IT facilities may be used for study or appropriate personal activities. Games are not permitted unless in authorised e-Sports sessions or as directed by a teacher.
- Access to a filtered Internet service will be provided free of charge.
- A school email account will be provided for educational use.
- An allocated number of documents may be printed free of charge. A charge may be levied for excessive use.
- The School will take reasonable steps to ensure that its ICT systems are safe, secure, and appropriate for educational use.

**Monitoring of Systems**

The School reserves the right to monitor the use of its ICT systems, including access to files, emails, and online activity, where necessary for:

- safeguarding
- system security
- maintenance
- investigation of potential misuse

**The Pupil will in return:**

- Take all reasonable care of the equipment.
- Not bring open food or drink containers into computer facilities or consume food or drink there.
- Maintain the high standards set by the School in all digital work, paying particular attention to the appropriate use of language and images.
- Not attempt to make purchases or financial transactions using school systems.
- Refrain from deliberately accessing inappropriate, illegal or offensive material online.
- Immediately close any material accessed in error that contains inappropriate content and report the matter to a member of staff.
- Use email and other communication systems responsibly, ensuring that no communication sent could reasonably cause offence or distress to others.
- Respect the copyright and intellectual property rights of all materials obtained electronically.
- Keep their user account secure and ensure that only they have access to it, changing their password when necessary.
- Not attempt to bypass security systems or interfere with the operation of school ICT systems.
- Not undertake any activity which could damage the School's systems or any external systems accessed through them.
- Not use ICT systems to bully, harass, embarrass or abuse other pupils or members of staff.
- Not share or distribute images, recordings or personal information about others without their consent.
- Not submit work generated wholly or largely by automated systems (including AI tools) where this would breach the School's academic integrity expectations.

**If this agreement is broken:**

- Any breach of this agreement will be referred to the Head of IT Operations, who will investigate the matter.
- Sanctions may include a temporary restriction of access to school ICT systems. In many cases this may involve a network ban lasting one week.
- Depending on the nature of the incident, the Form Tutor, Head of Year and parents/guardians may be informed.
- More serious breaches may be referred to the Head of Year or Designated Safeguarding Lead.
- In serious cases, pupils may be permanently excluded from using school ICT systems, and further disciplinary action may be taken in line with the School Behaviour Policy.

**Peer-on-Peer Abuse and Technology**

Modern technology allows children to have extensive access to online communication. There is therefore a risk of peer-on-peer abuse taking place online.

Examples include:


- abusive, harassing, racist, misogynistic, homophobic, biphobic or transphobic messages
- sharing photographs, images or videos of students or staff without consent
- sharing images with the intention of humiliating or causing harm
- non-consensual sharing of nude or semi-nude images or videos
- sending or distributing pornography or other inappropriate content

Such behaviour will be treated very seriously and may result in significant sanctions, including fixed-term exclusion or other disciplinary measures.

Inappropriate material includes images or text that are obscene, pornographic, racist, illegal, or otherwise offensive. The School reserves the right to inspect documents and communications stored on its systems where necessary.

**NOTE: All requirements above apply to all digital systems used by the School, including cloud-based services.**

**Further expectations may also be outlined in the School's IT Code of Conduct.**

Signed: 

Mr G A Wright, Head Master

Signed: ..... Pupil

Form: .....

Signed: ..... Parent

Date: .....