



All Saints'
Academy
Cheltenham

Acceptable Use Policy ICT - Students

Reviewed:	January 2026
Next Review:	January 2027
Staff Owner:	Michael Sheppee
Trustee Owner:	

Introduction

The policies of All Saints' Academy, with its distinctive Anglican and Catholic foundation, exist to support the Sponsor's Christian vision, ethos and values that are embedded in the day-to-day and long term running of the Academy. Each policy evidences the commitment of the Sponsor to developing Body, Mind and Spirit.

The computers are provided and maintained for the benefit of all students, you are encouraged to use and enjoy these resources, please help to ensure they remain available to all. You are responsible for good behaviour whilst using the resources and on the Internet, just as you are in a classroom or an Academy corridor. Remember that access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn.

1. Equipment

1.1 Vandalism

Damaging, disabling, or otherwise interfering with computer hardware or software is strictly prohibited. The following are examples of unacceptable behaviour. This list is not exhaustive:

- Damage to desktops, laptops, monitors, keyboards, mice, printers or any other Academy hardware.
- Bringing in or using any device designed to damage, disrupt or interfere with Academy ICT equipment.
- Defacing or deliberately misusing any Academy equipment.
- Deleting or altering another user's files without permission.
- Attempting to create, upload or knowingly distribute computer viruses or malicious software.
- Changing computer or hardware settings without authorization.
- Eating or drinking near ICT equipment.

Such actions reduce the availability of equipment for others. Where equipment is deliberately damaged, parents/carers may be charged for repair or replacement costs.

1.2 Printing

All Saints' Academy provides multi-functional printers throughout the building. These must be used responsibly and for educational purposes only.

Students should check their work carefully before printing to reduce paper waste.

The Academy monitors printing activity. Printing material that is not educational, or that may cause offense, may result in printing privileges being removed and behaviour sanctions applied.

1.3 Personal Devices and Mobile Phones

This policy applies to any device brought onto Academy premises.

- Students in all year groups except for Sixth Form must hand in their mobile phones at the start of the school day.
- Mobile phones must not be carried during the school day unless a specific medical or postal exception has been formally agreed by the Academy.
- Sixth Form students may retain their phones but must use them responsibly and in line with staff expectations.
- Personal ICT devices must not be used in lessons unless it is part of the lesson and the supervising teacher has given permission.
- The Academy accepts no responsibility for the safekeeping, loss or malfunction of personal ICT devices.

2. Internet & Email

All Saints' Academy monitors internet access and network activity as part of its safeguarding, security and data protection responsibilities. Activity logs are retained for an appropriate period of time and may be reviewed by designated staff where there is cause for concern.

2.1 Filtering

All Saints' Academy uses internet filtering systems designed to restrict access to inappropriate, illegal or harmful content. While filtering systems are robust, no system can guarantee that all unsuitable material will be blocked.

If you encounter inappropriate material while using Academy ICT systems, you must report it immediately to a member of staff or the ICT department.

2.2 Use of Internet

The following guidelines apply when using the internet at All Saints' Academy:

- Internet access must only be used for Academy purposes, including studying, educational activities and authorised Academy events.
- Only access suitable material. Using the internet to obtain, download, send, print, display or otherwise transmit material that is unlawful, obscene, abusive or harmful is not permitted.
- Respect the work and ownership rights of others, including other students, staff and individuals outside the Academy. This includes complying with copyright and intellectual property laws.
- You must not use Academy ICT systems for online gaming, unauthorised streaming, file sharing or non-educational activity, unless explicitly permitted by a member of staff.
- Do not download, install or run unauthorised software, applications, browser extensions or other programs.
- Do not use Academy systems for personal commercial activity, including online purchasing.
- Access to certain websites may be restricted or blocked in line with the Academy's safeguarding and filtering policies.

Students must not create, publish or distribute information, images, video or other media about or featuring All Saints' Academy, its students or staff without appropriate permission from the Principle and those referred to or featured.

This includes, but is not limited to:

- Taking photographs or recording video on personal devices without staff supervision.
- Sharing images or videos via messaging apps, AirDrop, Bluetooth or similar technologies.
- Uploading content to social media or video-sharing platforms.
- Posting comments about the Academy, staff or students online.

Students should be aware that inappropriate use of images, video or online communication may result in disciplinary action and, where appropriate, safeguarding procedures being followed.

2.3 Artificial Intelligence (AI)

Artificial Intelligence (AI) tools are increasingly used in education and may be used at All Saints' Academy where appropriate.

Students may use AI tools only when permitted by a member of staff and where their use supports learning.

Students must:

- Use AI tools responsibly and in line with teacher guidance.
- Clearly declare when AI has been used to support coursework or assignments.
- Ensure that any work submitted remains their own and reflects their understanding.

Students must not:

- Submit AI-generated work as their own.
- Use AI tools to gain an unfair academic advantage.
- Upload personal, confidential or safeguarding-related information into public AI systems.
- Use AI tools to generate harmful, inappropriate, offensive or misleading content.
- Use AI tools to create manipulated, synthetic or altered images, audio or video of staff, students or other individuals (including “deepfake” content), particularly where this causes harm, harassment, reputational damage or distress.
- Create, request, share or possess sexually explicit synthetic images of another person, as this is illegal under UK law and will be treated as a serious safeguarding matter.

The misuse of AI tools may be treated as academic misconduct and managed in line with existing behaviour and assessment policies.

2.4 Email

The following rules apply when using the Academy email system. You are expected to use the system in a responsible and respectful manner.

Students must:

- Communicate respectfully at all times. The use of abusive, threatening, discriminatory or aggressive language is not permitted.
- Be cautious when opening links or attachments. Do not open unexpected files or click suspicious links, even if they appear to come from someone you know.
- Report suspected phishing, scam emails or harmful content to a member of staff.
- Not share personal or sensitive information about yourself or others unless authorised and appropriate.
- Not send spam, mass unsolicited emails or non-educational content.
- Not use email to send inappropriate files, images or content to other students.
- Not attempt to access another person's email account or send messages pretending to be someone else.

Failure to follow these expectations may result in restrictions being placed on your email account and disciplinary action in line with Academy policy.

3. Files

All files, communications and data store on Academy ICT systems remain the property of All Saints' Academy and may be accessed, reviewed or removed where appropriate.

Students must:

- Store only school-related work within their allocated user area or Academy drive.
- Not store inappropriate, unlawful or non-educational material on Academy systems.
- Use their allocated storage space responsibly and within any limits set by the Academy
- Ensure their work is saved within their Academy storage area.
- The use of removable storage devices (such as USB drives) is discouraged. Files may only be copied to external storage where authorised and where the devices complies with Academy security requirements.

Any files or applications found to breach this policy may be removed without notice.

All data stored within All Saints' Academy systems is backed up regularly. If you require work to be recovered, you must contact the IT Department as soon as possible.

4. Privacy and Data Protection

4.1 Password

You must keep your password secure and must not share it with anyone. You must not use another student's or member of staff's login details.

If you forget your password, contact the IT Support team for assistance.

If you believe your password has been discovered or misused, you must inform the IT department immediately.

4.2 Security

All users must respect others when using Academy ICT systems. Harassment, intimidation or misuse of ICT systems will not be tolerated.

You must not attempt to access files, systems or data that you have not been authorised to use. Attempting to bypass security controls or access restricted areas may breach data protection legislation and will result in disciplinary action.

You must report any suspected security concerns or system vulnerabilities to a member of staff immediately.

If a student is identified as posing a security risk to the Academy's ICT systems, access may be restricted or removed and disciplinary action may follow.

Designated staff may review files, communications and system activity where there is reason to believe Academy systems are being misused.

4.3 Network Monitoring

For reasons of safeguarding and wellbeing, All Saints' Academy uses monitoring software across the computer networks. This software checks all computer activity and searches for keywords and phrases that may indicate safeguarding concerns or other activity that could place students at risk.

If you are ever worried, or need to speak to someone about something that has happened involving ICT at All Saints' Academy, you can speak to your tutor, Progress Leader or the ICT Support team.

Please read this document carefully.

Access to the Internet and Academy network will only be permitted once this agreement has been signed and returned.

If you violate these provisions, access to the Internet and network may be denied or suspended and you may be subject to disciplinary action.

Additional action may be taken by the Academy in line with the existing behaviour policy. For serious violations, permanent exclusion may be imposed. Where appropriate, police may be involved or other legal action taken.

Required Signatures

STUDENT

I have read and understood the provisions and conditions set out in this agreement. I understand that failure to comply with these provisions may result in disciplinary action and the removal of my access to ICT facilities.

I agree to use Academy ICT systems responsibly and to report any misuse of the system to a member of staff.

I understand that misuse may include, but is not limited to:

- Accessing or distributing pornographic material
- Engaging in unethical or illegal activities
- Racist, sexist or discriminatory language or behaviour
- Sending or receiving messages that are offensive, harmful or inappropriate
- Any other act likely to cause harm or offence

NAME _____

SIGNATURE _____

DATE _____

PARENTS / GUARDIANS

As the parent/guardian of _____, I confirm that I have read and understood this agreement.

I understand that access to electronic information services is provided for educational purposes. Whilst the Academy operates filtered internet access, it is not possible to guarantee that all unsuitable material will be restricted. I will not hold the Academy responsible for materials accessed on the network.

I agree to support the Academy in promoting responsible use of ICT and to report any concerns or misuse to the Academy.

I give permission for my child to access electronic information services and confirm that the information provided on this form is correct.

NAME _____

SIGNATURE _____

DATE _____