



THE
LOUGHBOROUGH
Schools Foundation

Policy Title:Key Stage 3 to 5 (Ages 11-18) Acceptable Use Policy
Version Number:1.0
Approved By:Bursar
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Point of Contact (Reviewer):Head of Information & Network Services

Key Stage 3 to 5 (Ages 11-18) Acceptable Use Policy

1 Introduction

2. This policy is not just a set of rules for your time at school but also a guide to help you navigate the digital world safely and responsibly, now and in the future. By understanding and adhering to these guidelines, you can ensure a positive and secure online experience, whether for educational purposes or personal use. The general principles below set out the expectations and standards for all students when engaging with digital technology.

2 Purpose

2.1 The purpose of this policy is to:

2.1.1 Outline the acceptable use of IT resources for students aged 11-18 (Key Stage 3 to 5) at the Loughborough Schools Foundation.

2.1.2 Ensure the safe and responsible use of technology, protect students, and support their educational experience.

3 Scope of the policy

3.1 Respect and Responsibility: Use all technology and digital resources responsibly and respectfully.

3.2 Monitoring: Be aware that the school monitors all digital activity on school devices and networks.

3.3 Privacy and Security: Protect your personal information and respect the privacy of others.

4 Educational Purpose

4.1 Use school computers, tablets, and internet resources primarily for educational purposes.

5 AI

5.1 Only use AI with your teachers' permission and follow their guidelines (e.g. for ideas, structuring, proofreading)

5.2 Always acknowledge when and how you use AI, and provide links or screenshots of AI tools used.

5.3 Remember, AI should help you learn – not do the work for you. Use it responsibly and be honest about your use.

6 Cyber Safety

6.1 Do not share personal information (such as your full name, address, or phone number) online.

6.2 Never arrange to meet someone you have met online without parental permission.

6.3 Only access the network using your own login credentials and never share your credentials.

7 Respectful Communication

- 7.1 Communicate politely and respectfully with others online.
- 7.2 Do not create, share, or forward any content that is harmful, inappropriate, or offensive.

8 Photos, Videos and Recordings of any type

- 8.1 Do not take or share pictures, videos or recordings of anyone else unless you have permission from the individual and a teacher.

9 Digital Footprint

- 9.1 Be mindful of your digital footprint and the long-term implications of your online actions. Once something is made available on the internet, it is likely public forever.
- 9.2 Online privacy is complicated and not guaranteed, the best form of privacy is not to make private information available on the internet.

10 Artificial Intelligence (AI)

- 3. Follow the school's guidelines on use of the different types of AI, such as Generative AI.

11 Unauthorised Access

- 11.1 Do not attempt to bypass school security systems or filters.
- 11.2 Do not access or attempt to access accounts, data, or systems you do not have permission to use.

12 Inappropriate Content

- 12.1 Do not access, create, or share content that is illegal, harmful, or inappropriate for school.

13 Social Media and Messaging

- 13.1 Follow the school's guidelines on use of social media during School Hours.
- 13.2 Do not use social media during a lesson unless the teacher gives permission due to educational purposes.
- 13.3 Do not use Teams or other school platforms for non-educational socialising.

14 Gaming

- 14.1 Only play educational games as directed by a teacher.
- 14.2 Non-educational games are not allowed during school hours or on school devices unless directed by a teacher (e.g. in a co-curricular club).

15 Use of Devices

- 15.1 School Devices:
 - 15.1.1 Take care of school-owned devices (e.g., computers, tablets).
 - 15.1.2 Report any damage or technical issues promptly.
 - 15.1.3 Use school devices only for school-related activities.
 - 15.1.4 Do not eat or drink in an IT lab.
- 15.2 Personal Devices:
 - 15.2.1 Take care of school-owned devices (e.g., computers, tablets).
 - 15.2.2 Report any damage or technical issues promptly.
 - 15.2.3 Use school devices only for school-related activities.

16 Personal Safety and Cyberbullying

16.1 Report Issues:

16.1.1 Report any form of cyberbullying or inappropriate online behaviour to a teacher or school staff member immediately.

16.2 Zero Tolerance for Cyber Bullying:

16.2.1 Do not participate in or tolerate cyberbullying in any form.

17 Consequences

17.1 Policy Violation:

17.1.1 Violations of this policy may result in restricted access to school IT resources.

17.2 Disciplinary Action:

17.2.1 Serious breaches may lead to further disciplinary action in accordance with the school's behaviour policy.

18 Policy Review and Updates

18.1 This policy will be reviewed according to the scheduled review cycle. Additional updates will be made in response to changes in legal requirements, regulations, or significant organisational needs

Document Control Table

Version	Date	Description of Changes	Author	Approved by	Effective Date
1.0	July 2024	Initial creation of age group specific policy document, based on a previously adopted responsible use policy.	James Leeson	Bursar	September 2024