

Acceptable Use of ICT, Online Services and Mobile Devices Policy

1. Purpose

This policy outlines the expectations and responsibilities for students when using Information and Communication Technology (ICT) resources at Sevenoaks Senior College. These resources include the internet, email, online services, mobile phones, smart watches, personal devices, and all Department of Education systems.

The College is committed to developing students as responsible digital citizens. This includes building awareness of online risks, understanding the impact of digital behaviour, and developing the skills to use technology safely, ethically, and effectively.

The aim is to ensure safe, responsible, and ethical use that supports learning and protects all users.

The policy applies to all students using College or Department of Education ICT resources, whether on College premises or off-site, including personal devices.

2. Monitoring and Accountability

The College and the Department of Education have systems in place to monitor and record all Internet and email usage.

Students are responsible for all activity conducted under their account or on their device. Students will be held accountable for any misuse, including activity conducted by others using their account or content stored or shared on personal devices.

3. Acceptable Use Guidelines

3.1 Appropriate Use

Students should:

- Use ICT resources only for educational and curriculum-related purposes
- Seek teacher approval before using online services to share images or personal information
- Use appropriate language in digital communications (no swearing, offensive or vulgar language)
- Use mobile phones, or personal devices, in class only when permission has been granted by the teacher for educational purposes

3.2 Respect and Safety

Students should not:

- Send, post, or encourage abusive, harassing, threatening or bullying messages
- Access, send, or store inappropriate content (e.g. racist, sexist, violent, pornographic, or offensive material)
- Film or photograph others without their knowledge and consent
- Record or share fights or altercations

Students are responsible for all content stored on, or sent, from their device and should report any inappropriate material or online behaviour to a teacher immediately.

3.3 Privacy and Security

Students should:

- Keep passwords private and secure
- Inform a teacher if they suspect their account has been compromised

Students should not:

- Use another person's account or allow others to use their own
- Reveal personal information (e.g. address, phone number) of themselves or others

3.4 Responsible Digital Behaviour

The network should only be used in a way that does not interfere with others' learning or access.

Students should not:

- Attempt to bypass school security systems (e.g. proxy servers, blocked websites)
- Engage in spamming or distribution of unwanted messages
- Use ICT resources for personal gain or illegal activities
- Use mobile phones during class time unless teacher permission has been granted

3.5 Software, Hardware, and Network Integrity

Students should not:

- Tamper with or alter any College or Department hardware or software
- Download, install, or share non-approved or non-educational materials
- Intentionally introduce viruses or harmful software

3.6 Academic Integrity and Copyright

Students should:

- Follow copyright laws and licensing agreements
- Acknowledge all sources of information appropriately
- Obtain permission before reusing copyrighted material beyond schoolwork
- Ensure all submitted work is their own and free from plagiarism

3.7 Personal Devices (Laptops, Mobile Phones and Smart Watches)

Students should:

- Use personal devices only when approved by a teacher
- Follow all College ICT rules when using personal devices

Students should not:

- Use personal devices to bypass school security or filters
- Use personal devices for non-educational purposes during class time

The College reserves the right to restrict or remove access to personal devices to maintain a safe and effective learning environment.

3.8 Emerging Technologies (Including Artificial Intelligence)

Students may use emerging technologies, including generative artificial intelligence (GenAI), to support learning where permitted by teachers. The College will support students in understanding the ethical and safe use of emerging technologies.

Students should:

- Use GenAI tools responsibly and for educational purposes only
- Where available, use the Department-approved Enterprise version of Microsoft Copilot for generative AI activities
- Follow the College's Generative Artificial Intelligence (GenAI) Policy
- Ensure work submitted is their own or appropriately acknowledged
- Follow teacher guidance on acceptable use of GenAI in assessments

Students should not:

- Use GenAI to complete work dishonestly or gain unfair advantage
- Generate or share inappropriate, harmful or misleading content

4. Network Access and Use

Access to ICT services may be adjusted or restricted to ensure the safety, security and effective operation of the College network.

Students should:

- Access areas that they have been designated.

Students should not:

- Access unauthorised areas of the network. This will be considered a breach of the policy.

5. Prohibited Activities

Students should not:

- Damage Department of Education or College hardware such as computers
- Access or attempt to access blocked or restricted websites
- Use ICT for social media, gaming or non-educational entertainment during school use
- Share or distribute inappropriate, offensive or illegal material
- Harass, intimidate or bully others online
- Damage or disrupt ICT systems or networks
- Record, distribute or upload inappropriate images or videos of others

Students involved in recording, distributing or uploading inappropriate images or videos may face immediate suspension in line with Department of Education policy.

6. Reporting and Support

The College supports students to develop an informed understanding of online risks and safe behaviours and acknowledges that accidental access to inappropriate material may occur.

Students should:

- Report any misuse, security concerns or inappropriate content to a teacher
- Seek help if they encounter content that makes them uncomfortable

7. Consequences of Misuse

Any breaches of the policy will be dealt with in line with the Department Student Behaviour Policy and the College's Good Standing and/or Assessment policies.

8. Student Agreement

By using the College's ICT services and personal devices, students agree that they will:

- Use ICT services responsibly and only for educational purposes
- Be accountable for all activity under their account or device
- Maintain the privacy and security of their login details
- Communicate respectfully and appropriately online
- Follow copyright laws and reference sources correctly
- Report misuse, inappropriate content or security concerns immediately
- Not attempt to bypass security restrictions or misuse systems

Students also acknowledge that:

- Their online activity may be monitored
- Misuse may result in disciplinary action
- They may be held legally responsible for offences committed using ICT

9. Acknowledgement

All students and their parents/carers are expected to read, understand, and comply with this policy. Acceptance of these conditions is required to access the College's ICT resources.