



Holy Cross

CATHOLIC HIGH SCHOOL

**Pupil Technology Acceptable Use
Agreement**

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Holy Cross Catholic High School understands the benefits technology can have on enhancing the curriculum and pupils' learning; however, we must ensure that pupils respect school property and use all technology appropriately. To achieve this, we have created this Acceptable Use Agreement which outlines our expectations of pupils when using technology, whether this is on personal or school devices and on or off the school premises.

Please read this document carefully and sign below to accept that you agree to the terms outlined.

1. Using technology in school

- I will only use ICT systems, eg computers, laptops and tablets, which my classroom teacher has given me permission to use.
- I will only use the approved email account that has been provided to me by the IT Manager. I will use the school email account for school work only.
- I will only access the computer network system with my own username and password that has been provided to me by the IT Manager and I will not share it with others.
- I will not store or use any personal data relating to a pupil or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to my classroom teacher.
- I will delete any chain letters, spam, and other emails from unknown senders without opening them.
- I will ensure that I get permission from my classroom teacher before accessing learning materials, eg source documents, from unapproved sources.
- During school hours, I will use the internet for school work only.
- I will not install any software onto school ICT systems unless instructed to do so by my classroom teacher.
- I will only use recommended removable media, eg encrypted USB drives, and I will keep all school-related information stored on these secure.
- I am responsible for the backup and safety of my own files. School backups are taken regularly, but these are a last resort
- I will adhere to the e-safety guidelines I have been taught.
- I will only use the school's ICT facilities to:
 - Complete homework and classwork, and to prepare for lessons and exams.
 - Undertake revision and research.

- Gather or process information for extra-curricular activities.
- I will not use the school’s ICT facilities to access, download, upload, send, receive, view or display any of the following:
 - Illegal material
 - Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the school
 - Content relating to a person’s sexual orientation, gender assignment, religion, race, disability or age
 - Online gambling
 - Content which may adversely affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false
 - Any sexually explicit content
 - Any personal data or information

2. Mobile devices

- I will use school-owned mobile devices, eg laptops and tablets, for educational purposes only.
- I will ensure that my mobile device is switched off and in my school bag.
- I will seek permission from my classroom teacher before a school-owned mobile device is used to take images or recordings.
- I will not use any mobile devices to take pictures of fellow pupils unless I have their consent.
- I will not use any mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the Wi-Fi system using personal mobile devices (unless permission has been given by my classroom teacher or other relevant staff member).
- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is school-owned.

3. Remote Learning

- During remote learning I will be ready to learn during the school day from 08.50 – 15.05.
- I understand that live lessons will be recorded for monitoring and safeguarding purposes.
- I will ensure school work is completed on time, to the best of my ability and submitted to the class teacher.
- I will follow the school behaviour policy at all times.
- I will report any technical difficulties to my teacher.
- I will maintain the upkeep and take care of any equipment and/or resources that the school allows me to borrow.
- I will ensure I wear suitable clothing during live lessons.
- I will join the online lesson ready with the correct books, equipment and any other resources requested by the teacher ready to take part.
- I will ensure I am situated in a suitable 'public' area within the home with an appropriate background.
- I will use appropriate language.
- I will not record, store, take pictures or distribute any video material/ part of the online lesson outside of the live lesson.
- I will mute my microphone at all times, unless granted permission from the teacher to unmute.
- I will, if possible wear a headset/headphone.
- I will report any safeguarding concerns to school including any upsetting content, incidents of online bullying.

4. Social media

- I will not use any school-owned mobile devices to access personal social networking platforms.
- I will not communicate or attempt to communicate with any staff members over personal social networking platforms.
- I will not accept or send 'friend requests' from/to any staff members over personal social networking platforms.
- I will ensure that I apply the necessary privacy settings to any social networking sites.

- I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not share any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post any material online that:
 - Is offensive
 - Is private or sensitive
 - Infringes copyright laws
 - Damages the school's reputation
 - Is an image or video of any staff, parent or nonconsenting pupil

5. Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement by pupils or staff members to a member of school staff or the Headteacher.
- I understand that the school may monitor and check my files, email account, internet and computer activity at any time and I recognise the consequences if I breach the terms of this agreement, eg having personal devices confiscated.
- I understand that my parents will be informed if I break any of these rules.
- I understand that the Headteacher may decide to take disciplinary action against me in accordance with the school's Behavioural Policy if I breach this agreement.

I acknowledge that I have read and understood this agreement, and ensure that I will abide by each principle. By completing the Microsoft Form I agree to this policy.

Updated: Spring 2025

Review: Summer 2026