



Inspire Education Trust

Together we achieve, individually we grow

ICT Acceptable Use Policy (Students)

Blue Coat CE Secondary School

Policy Date: January 2026

Review Date: January 2028

Document History

Version	Status	Date	Author	Summary Changes
V1		November 2022	L. Henden	Amended network storage amount from 300mb to 200mb.
V2		November 2025	P. Cowley	<ul style="list-style-type: none"> -Removed reference to 'Home Drives'. Only OneDrive for Students now. -Assessment of policies impact wording changed to reflect frequency of SLT agenda items. -Key facts remove network storage references. -Key facts to include 'Real time monitoring' -New section – 'Care of ICT Equipment' to outline basic expectations for treating equipment. -Using your ICT resources responsibly wording changed to reflect wider use of SaaS platforms that are not hosted internally. -Wording change 'network area' to 'storage area' to reflect cloud storage. -Using email safely updated to include awareness of spam emails, attachments, and links, not using school email for personal use. -Plagiarism – Added point around expectations of using AI tools. -Mobile phones and social media – wording changed to reflect school wide ban on devices. -Wording changed to reflect expectation of maintaining school values outside of site and school hours. -Line to note the list is non-exhaustive.

Introduction

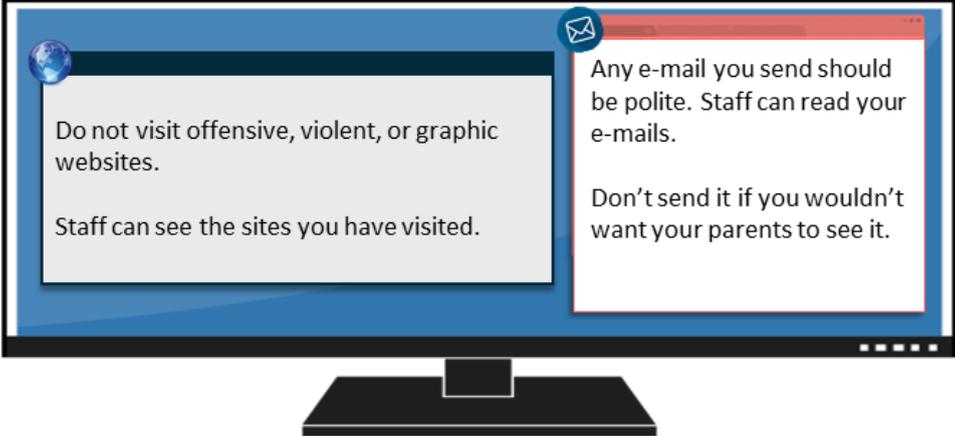
At Blue Coat Church of England School, our vision is “Living life in all its fullness”. We exist to equip our students to ‘live life in all its fullness’ by providing excellent education, which is distinctively Christian and inclusive of all. At the heart of this education are the values of **Care, Hard Work, Respect, Integrity** and **Servanthood**, working Together for the good of all individuals, the school and wider communities.

Using Computers at Blue Coat

Computers are provided at Blue Coat School to aid your education. They should not be used for any other purpose.



Your network storage is only for school work. Staff can look at your files at any time – you will lose your storage if misused.



Don't copy from the internet.
Work must be your own.



If you see something wrong, tell a teacher.

Assessment of Policy's Impact

The effectiveness of this policy and its impact will be assessed by the SLT Committee who will monitor the outcomes and impact of this policy every 3 years. Evidence will be presented regularly at SLT meetings.

ICT is a resource for use within the school for staff and students alike. It supports teaching and learning throughout the curriculum. The systems in place and associated services are bound by strict internal and external guidelines, and it is imperative that the network, software and equipment are respected and not abused.

Key facts

- Each student is provided with 1 TB of OneDrive cloud storage.
- Each student is provided with a school e-mail address via *Office 365*.
- ICT Staff can, at any time, view the contents of the storage or e-mail accounts. Files or e-mails can be opened, copied or deleted at staff discretion.
- The school actively monitor and log student behavior on computers including file, browser, and keystroke activity.

When using school resources, you agree with the following rules:

Care of ICT equipment

- I will treat all school equipment, including laptops, tablets, and desktop computers, with respect and care.
- I will not eat or drink near any ICT equipment to avoid damage.
- I will ensure devices are returned to the correct location and plugged in for charging after use.
- I will not remove any equipment from its designated area without permission from a member of staff.
- I will not intentionally cause damage to any computer or ICT equipment on site.
- I will report any damage or faults immediately to ICT staff or a teacher.
- I understand that deliberate damage or neglect may result in disciplinary action and I may be asked to contribute to repair or replacement costs.

Using your ICT resources responsibly

- I will only copy files needed for my work into my own storage area. I will not download any other type of file unless permission has been given by the teacher, and I am not breaking copyright laws.
- I will only use my *OneDrive* storage for schoolwork. I understand that storing any other files in the drive will result in access being taken away.
- I will not attempt to gain unauthorised access to areas of the network where I am not allowed. If I do I may face disciplinary or legal consequences under the *Computer Misuse Act*.
- I will not attempt to log on using another person's username and password.

Using the internet

- While at school I will only use the Internet for schoolwork. If I want to use the Internet for any other purpose, I will ask permission first.
- I will not visit websites that contain unsuitable material such as violence, swearing, adult humour or pornography of any type. If I am unsure about a site, I will ask my teacher.
- I will not use the internet to listen to music unless requested by my teacher.
- I will report any misuse of the Internet immediately to a member of staff.

Using e-mail safely

- I will not send e-mails that contain personal information about myself.
- I will uphold the school values whenever I send e-mail from my school account, as I am representing the school.
- I will not send e-mails to large groups of students or staff.
- I will not use any language that is abusive, offensive, or threatening in e-mails that I send from my school account.
- I will not use my school email address to sign up to anything unrelated to school. I.e. Social media, game sites, shopping sites etc.
- I will report any suspicious or unknown email I receive straight to the ICT team or my teacher.
- I will not click on links or download attachments from unknown email senders.
- I will not share my email and password

Plagiarism

- I will not copy content from the internet into my work without clearly referencing it.
- I understand that attempting to use content from the internet in my work may result in disciplinary action, or the rejection of coursework.
- AI tools (such as ChatGPT or similar) may be used as a support tool for ideas or research. However, all submitted work must be your own. Copying AI-generated content without adaptation or proper referencing will be treated as plagiarism and may result in disciplinary action.

Mobile phones and social media

- I will not use my mobile phone whilst at school unless given permission by a member of staff.
- My mobile phone will be kept securely sealed and inaccessible during school hours.
- If I am found using my phone in school, I understand it will be confiscated until further notice.
- I will not upload pictures, videos, or sound that identify the school or fellow pupils to the internet. I understand that if I do so I will face disciplinary action and may face legal action.

This list is not exhaustive and may be applied to other situations where school ICT equipment is used. Failure to comply with this policy may result in access to ICT resources being taken away. Disciplinary action may also be taken, and students may be required to fund replacements for damaged equipment.

Reviewed by:

Lisa Henden

November 2025

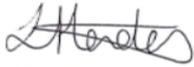
Next Review Date:

November 2027

Approved by Governors:

January 2026

Signed:



Headteacher



Charlotte Marten
Chair of Governors