



Acceptable Use Agreement – Pupils

The Crypt School

June 2025

Last Reviewed	June 2025
Lead Person	Deputy Head (Safeguarding, Wellbeing & Inclusion) IT Manager
Governing Body Committee	Pupil Welfare Committee
Approved	June 2025
Next Review Date	May2027

Introduction

This acceptable use agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use;
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk.

This agreement is an extension of the School Rules, covering specifically the use of the Crypt School network and any computer equipment connected to it.

Pupils

The school has internet access and access to digital technologies to help our learning. In return, we will agree to these rules to keep everyone safe and in line with our values of responsibility, respect and integrity.

- By logging onto the school wireless network, I am accepting the terms of this acceptable use agreement.
- I will use only my own login and password and I will not share it.
- I will only access the Internet in lessons with the permission and supervision of a member of staff.
- Before leaving a computer, I will always log off the network and check that the logging out procedure is complete.
- With the exception of school owned devices (such as school iPads), I will get express permission from a member of staff and approval from the IT Technical team before using a wireless device to access the school network or the Internet (years 7-11 only). Sixth formers can bring personally owned devices in to get internet access.
- I will not access, copy, or delete other people's files.
- I will only use my school iPad, or school computers for schoolwork, academic research and homework - not for games or social media.
- I will not bring USB drives or other removable storage media into school without permission.

- I will not try to download programmes or apps or upload content to the internet without permission.
- In line with our school value of respect, I will begin emails to staff with Dear Mr/ Mrs... and finish with a polite comment for example “thank you”.
- I will not copy other people’s work and pass it off as my own. Additionally, I will not use Artificial Intelligence (AI) to produce work for classwork or homework unless explicitly told this is acceptable for the task.
- I will not share my or anyone else’s personal information online, including photos/images without permission.
- To help protect other pupils and myself, I will tell a teacher or Pastoral Support Worker if I see something online that worries me, or if I see a computer warning message.
- I will not search for harmful content online (such as racist, misogynistic or homophobic ideas or images), nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not use AI to create offensive or explicit images or other material.
- I understand that the school can check my computer files and the Internet sites I visit, and I may be spoken to about this if anything appears concerning or harmful.
- I will not download programmes, apps, or files to school devices from the Internet.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not print at school, unless it is related to my work or a community event for example fundraising or promoting a club or society.
- I will take care of the devices and equipment I use, and those around me, and I will treat them with respect.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- **I will not take photos, videos or sound recordings at school**, unless with the express permission of a teacher.
- I will not send emails or online messages during lessons, unless explicitly told to by the teacher or Teaching Assistant.
- I will not arrange to meet in person anyone I have only met online. I can contact my Head of Year, Pastoral Support Worker or Mrs Hargraves (Designated Safeguarding Lead) if I feel worried or unsure about anyone I am communicating with online.
- Years 7-11: I will not use my mobile phone from 8.30am - 3.15pm.
- Sixth Form: I will use my mobile phone only in designated areas (currently the Cooke Centre and Common Room)
- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered by this agreement, including when I am out of school and where they involve my membership of the school community.

Name of child: _____

Signed by _____ (Child)

Parent/Carer

I have read through the school's Pupil Acceptable Use policy, and I understand school expectations. I understand that Years 7-11 pupils are not allowed to use their mobile phone, if they have one, from 8.30am - 3.15pm.

I have read through the Acceptable Use Agreement with my child and explained what is expected of them.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure young people are safe when using the internet and digital technology.

I understand that the school takes steps to safeguard my child and educate them about dangers online, but that school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using digital technologies.

I will encourage my child to seek help and support if they raise concerns about the online world and I will inform the school if I have any online safety concerns.

I understand that my child's activity on school systems will be monitored and that the school will contact me if they have concerns about their behaviour, safety or any possible breaches of the Acceptable Use Agreement.

Signed: _____ (Parent/Responsible Adult)

Print Name: _____

Date: _____

Approved by Pupil Welfare Committee: June 2025

Review cycle: 2 years

Date of next review: May 2027

This agreement has been developed from a template created by the Education Data Hub.