WOODBRIDGE HIGH SCHOOL

ICT Acceptable Use Policy - Students

2026-2027

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ICT Acceptable Use Policy for Students

Virtual Lessons:

During any pre-recorded or live lessons delivered by WHS staff, students must follow the principles set out in the 'ICT Acceptable Use Policy for Students' outlined below. Students must also take note of the instructions given in the rest of this document.

Students must not take recordings and screenshots of the lesson under any circumstances. This principle protects all who engage in virtual lessons and ensures photos or recordings are not taken or circulated without consent.

You must have your microphone set to mute and only unmute when asked to by your teacher. You must speak in a respectful manner and stay on the topic of the work, this includes 'chat' functions in live lessons. If video is turned on, you must be in appropriate clothes and have a neutral and appropriate background.

Use of the Internet:

The internet is not to be used to access anything which is illegal, or anything that someone else may find offensive. This includes indecent images, extremist or discriminatory material, racial or religious hatred. If you are unsure, or if you come across anything which makes you feel uncomfortable, you should turn your computer monitor off and let a teacher know.

Logins and Passwords:

Every person has a different computer login and password. You should never allow anyone else to use your details. Change your password if you think someone else may have your details.

Social Networking:

Never upload pictures or videos of others without their permission. It is not advisable to upload pictures or videos of yourself as they can easily be manipulated and used against you. You should never make negative remarks about the school or anyone within the school. Always keep your personal information private. Consider using a nickname and only inviting people you know. Universities and future employers search social networking sites in order to carry out background checks on students.

Extremism and radicalisation:

Individuals, groups and organisations with extremist and radicalised views use the internet to exert influence on young people. Do not access any websites or social network pages that promote such views. The school has systems in place to block extremist material and monitor students who try to access it. Any student found accessing such material will be reported to the relevant authorities.

Profiles:

Beware of fake profiles and people pretending to be somebody else. If something doesn't feel right follow your instincts and report it to an appropriate adult. Never create a false profile as a joke and pretend to be somebody else. This can have serious consequences.

Chat Rooms:

Some social networking sites have a chat facility. You should never chat to anyone that you don't know or don't recognise. It is recommended that you never meet a stranger after meeting them online. If you do, always inform your parents and take one of them with you.

Security:

You should never try to bypass any of the security in place, this includes using proxy bypass sites. This security is in place to protect you from illegal sites, and to prevent hacking into other people's accounts.

Copyright and Plagiarism:

You should never take information from the internet and use it as your own. A lot of information is copyright, which means that somebody else owns it and it is illegal to use this information without permission from the owner. If you are unsure, ask an adult.

Etiquette:

Be respectful online; don't be abusive. Consider what you are saying, and how somebody else might read it as some things you write may be read incorrectly.

Mobile Phones:

Year 7-9 students are not allowed to bring a smartphone to school. Phones must be switched off and kept in bags. They must not be seen or heard anywhere on the school site.

Never take inappropriate pictures of yourself and send to your friends or upload onto social networking sites. Never forward inappropriate pictures that you have received from somebody else.

Wearable technology:

Students are not allowed wearable technology at school. This includes smartwatches, glasses, rings and any other wearable audio and video recording devices.

Use of ICT in lessons:

ICT facilities must be used only as directed by the class teacher. Any other use of ICT during lesson time will be considered off task and sanctioned accordingly.

Cyber-bullying:

Never use the internet or other ICT communication to bully or make fun of people. It can have very serious consequences. Report incidents of cyber-bullying to a responsible adult, an anti-bullying ambassador or anonymously through whisper on the school's website.

ICT equipment:

Treat all school equipment with care and respect. Report any problems to a member of staff. If you have loaned equipment from the school, you must have signed the 'IT Equipment Loan Agreement.'

Sanctions:

Failure to follow this guidance, or deliberate misuse of school ICT, may result in a sanction.

Agreement and Understanding

The school assumes you have read and understood all of the above and that you understand that any of your electronic communications could be looked at if they are related to your well-being, and that you understand that any electronic communications related to school are not entirely private.

Approval: Approved via Full GB Chair's Action on 1st October 2026 in advance of the F&GP Committee Meeting on 6th October 2026

Date of Next Review: Autumn 2027

Reviewer: Mr J. Clifton (Deputy Headteacher)