



PUPIL ICT ACCEPTABLE USE POLICY

This policy will be reviewed annually or in response to changes in legislation		
Created	January 2020	Vice Principal
Last Review	August 2023	Digital Leads, Director of IT, Head of Compliance
Approved	September 2023	Education Board

This Policy applies to all year groups at Thomas's Schools, including the EYFS. Thomas's London Day Schools operates as a united group of schools with a similar ethos and values and as such is referred to as a singular body.

This Policy should be read in conjunction with Thomas's Online Safety Policy, Anti-bullying Policy, Code of Conduct, Data Protection Policy, Online Safety Policy, Privacy Notice, Photography Policy, Safeguarding and Child Protection Policy.

1. INTRODUCTION

New technologies and the use of the internet have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. However to ensure the safety and privacy of pupils, staff and parents connected with the school it is imperative that the following guidance is adhered to at all times:

2. AIMS

The aims of this policy and agreements are to ensure that:

- pupils are responsible users of technology and communications
- pupils are aware of their obligations and expectations when using online systems

3. SCOPE

- These agreements apply to all pupils attending Thomas's London Day Schools and covers the use of school and personal devices including computers, laptops, tablets, mobile phones, wearable technology and any other forms of technology.
- Wearable technology includes any device that is able to connect to the internet, enabling data to be exchanged between a network and the device, for instance a cellular smart watch or fitness tracker.

4. PROCEDURES

Each School has a Digital Lead who is responsible for how technology is used with the school:

- Battersea: Peter O'Loughlin poloughlin@thomas-s.co.uk
- Clapham: Anne Davidson adavidson@thomas-s.co.uk
- Fulham: Rachel Smith rsmith@thomass-s.co.uk
- Kensington: Rhodri Smith rsmith@thomas-s.co.uk
- Putney Vale: Mark Nightingale mnightingale@thomas-s.co.uk

During their time at Thomas's pupils will be asked to sign agreements (found in the appendices to this policy) relating to the use of technology:

ICT Acceptable Use Agreement

This will be introduced and explained to the pupils by the Digital Leads and their teachers and parents are asked to read through the agreements with their children to ensure they understand the expectations.

Personal Device Agreement

This form must be completed online on MSP and the Form Teacher informed before a personal device is brought into school.

iPad User Agreement

Pupils from Year 3 are provided with an iPad which is taken home overnight and during the school holidays. Parents are provided with details and the agreement must be signed before the iPads are given to the pupils.

5. GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Thomas's recognises that AI has many uses to help pupils learn, but may also lend itself to cheating and plagiarism.

Pupils under 13 are not allowed to use AI tools due to age restrictions. Pupils at Thomas's Putney Vale should refer to PV Academic Honesty Policy

Pupils over the age of 13 may use AI tools

- as a research tool to help them find out about new topics and ideas.
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. All AI-generated content must be properly attributed

Pupils may not use AI tools:

- During assessments
- To write their homework or class assignments, where AI-generated text is presented as their own work

Thomas's considers any unattributed use of AI-generated text or imagery to be plagiarism, and will follow our plagiarism procedures as set out in our Curriculum Policy and Thomas's Putney Vale Exam policies.

6. LEGISLATION AND GUIDANCE

This Policy bears due regard to the following statutory guidance and other advice.
DfE Meeting digital and technology standards in schools and colleges (March 2023)

DfE advice 'Behaviour in Schools: Advice for headteachers and school staff' (July 2022)

HM Gov 'Data Protection Act' (May 2018)

DfE Advice 'The Prevent Duty' (June 2015) from 'The Counter-Terrorism and Security Act' (2015)

HM Gov 'Communications Act' (July 2003)

HM Gov 'Computer Misuse Act' (June 1990)

7. APPENDICES

Appendix 1: Year Rec - 2 ICT Agreement

Appendix 2: Year 3 - 6 ICT Agreement

Appendix 3: Year 7 -8 ICT Agreement

Appendix 4: Years 9-11 ICT Agreement

Appendix 5: Personal Device Pupil Agreement

Appendix 6: AI Pupil Agreement

APPENDIX 1: RECEPTION - YEAR 2 ICT ACCEPTABLE USE AGREEMENT

Rec	Year 1	Year 2
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1.	I will only use ICT equipment if there is an adult in the room.			
2.	I will look after ICT equipment properly and use it carefully.			
3.	I will only go to websites that my teacher has said I can.			
4.	I will only look at, change or delete my own files.			
5.	I will ask the teacher before I print anything.			
6.	If I see anything that makes me unhappy I will tell my teacher.			

Reception Name: Date:

Year 1 Name: Date:

Year 2 Name: Date:

APPENDIX 2: YEAR 3 – 6 ICT ACCEPTABLE USE AGREEMENT

	Yr 3	Yr 4	Yr 5	Yr 6
1. I will only use a device at school when there is a teacher present in the room.				
2. I will respect the school's ICT resources and do nothing to disable or cause any damage to them.				
3. I will ask permission before entering any website, or downloading programmes, apps or files from the Internet, unless my teacher has already approved the site.				
4. I will get permission from the owner before I look at, modify or delete anyone else's files.				
5. Any electronic communication I send, from any sort of device, will be polite and responsible. If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.				
6. I will ask my teacher's permission before I access any personal web pages or email accounts				
7. I will choose a secure password and keep it private.				
8. I will ask my teacher's permission and complete a Personal Devices Pupil Agreement before bringing any personal electronic devices or files into school.				
9. I will be considerate of everyone in a photo or video before I post it online.				
10. I will always behave in a responsible manner when using devices both in and out of school and not do anything that goes against the school's Code of Conduct.				
11. I will only use age appropriate platforms, websites and apps				

I understand that I must follow these rules if I am to be allowed to use computer equipment.

Year 3 Name: Date: Initials:

Year 4 Name: Date: Initials:

Year 5 Name: Date: Initials:

Year 6 Name: Date: Initials:

APPENDIX 3: YEAR 7 AND ABOVE ICT ACCEPTABLE USE AGREEMENT

	Yr 7	Yr 8
1. I will only use a device at school when there is a teacher present in the room.		
2. I will respect the school's ICT resources and do nothing to disable or cause any damage to them.		
3. I will ask permission before entering any website, or downloading programmes, apps or files from the Internet, unless my teacher has already approved the site.		
4. I will get permission from the owner before I look at, modify or delete anyone else's files.		
5. Any electronic communication I send, from any sort of device, will be polite and responsible. If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.		
6. I will ask my teacher's permission before I access any personal web pages or email accounts		
7. I will choose a secure password and keep it private.		
8. I will ask my teacher's permission and complete a Personal Devices Pupil Agreement before bringing any personal electronic devices or files into school.		
9. I will be considerate of everyone in a photo or video before I post it online.		
10. I will always behave in a responsible manner when using devices both in and out of school and not do anything that goes against the school's Code of Conduct.		
11. I will only use age appropriate platforms, websites and apps		

I understand that I must follow these rules if I am to be allowed to use computer equipment.

Year 7 Name: Date: Initials:

Year 8 Name: Date: Initials:

APPENDIX 4: YEAR 9 - 11 ICT ACCEPTABLE USE AGREEMENT

	Yr 9	Yr 10	Yr 11
1. I will only use a device at school when there is a teacher present in the room.			
2. I will respect the school's ICT resources and do nothing to disable or cause any damage to them.			
3. I will ask permission before entering any website, or downloading programmes, apps or files from the Internet, unless my teacher has already approved the site.			
4. I will get permission from the owner before I look at, modify or delete anyone else's files.			
5. Any electronic communication I send, from any sort of device, will be polite and responsible. If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.			
6. I will ask my teacher's permission before I access any personal web pages or email accounts			
7. I will choose a secure password and keep it private.			
8. I will ask my teacher's permission and complete a Personal Devices Pupil Agreement before bringing any personal electronic devices or files into school.			
9. I will be considerate of everyone in a photo or video before I post it online.			
10. I will always behave in a responsible manner when using devices both in and out of school and not do anything that goes against the school's Code of Conduct.			
11. I will display academic honesty when using technology for research and ensure that all work submitted is my own. I will cite any sources used.			

I understand that I must follow these rules if I am to be allowed to use computer equipment.

Year 9 Name: Date: Initials:

Year 10 Name: Date: Initials:

Year 11 Name: Date: Initials:

APPENDIX 5: PUPIL PERSONAL DEVICE AGREEMENT

These agreements apply to any type of personal device – telephone/tablet/wearable technology etc, that a pupil may bring in from home.

Having read these terms, all pupils and parents must complete the Personal Devices Pupil Agreement online. Access to this form can be requested from each school's Digital Lead.

5.1 Agreement

- I agree to follow this Personal Device agreement in conjunction with the ICT Acceptable Use and AI Pupil agreement.
- I agree that my device will only be brought into school with the permission of my Digital Lead and only used in class with the permission of my teacher.
- Any device I bring into school will be clearly named and where possible secured with a password/passcode that I do not disclose to anyone else.
- I understand that any device brought into school must have all communication settings turned off during the school day.
- I understand that my use of any device can have an impact on other pupils including younger children and the wider school community. As such I will only use it responsibly.
- I understand that personal devices must not be accessed during the day unless expressly being used as part of a lesson or activity.
- I understand that any mobile device or wearable technology is strictly forbidden in any examination. The use of any device may lead to that paper being disqualified.
- I understand that the school is not responsible/liable should any device be lost or stolen.
- I understand that any electronic device must be charged at home. Personal chargers are not to be brought into school.
- I understand that the school will regularly review the capabilities/potential use of different devices and may withdraw permission for the use of my device at any time.
- I understand that if I use any device in an inappropriate way or at an unsuitable time it may be confiscated by my teacher and returned to my parents at the end of the day.

5.2 Mobile Phones

Where pupils require a mobile phone, parents must inform the school. The school will contact parents at the start of the year to check whether pupils will be taking mobile phones to school.

5.2.1 Procedures (applicable to the Prep Schools)

- I understand that my mobile telephone is only needed for one of the following reasons:
 - I am travelling to and from school alone and may need to contact my parents/guardian

- I have to walk to/from the bus stop to my home alone and may need to contact my parents/guardian
- My telephone will be switched off and handed into my Form Teacher (Clapham & Battersea) or the School Front Office (Fulham & Kensington) and not used during school hours and other educational activities.
- I will not take my phone or any device on organised school day trips.
- My phone can be used off-site after school except at off-site school events.
 - a) If I am at a school event off-site after school I must ask the teacher on duty if I can use my phone.
 - b) If I think I need to use the phone after school I will do so only after speaking to a teacher for approval and giving a valid reason.
 - c) If travelling home on a school bus it will only be used if the driver has given permission to do so for a valid reason.
- For the conditions listed above, I will then put the phone away immediately afterwards and if I need to use it further I must ask again.

5.2.2 Mobile Telephone (applicable to Thomas's Putney Vale)

- I understand that my mobile telephone is only needed for one of the following reasons:
 - I am travelling to and from school alone and may need to contact my parents/guardian
 - I have to walk to/from the bus stop to my home alone and may need to contact my parents/guardian
- My telephone will be switched off and placed securely in my locker upon arrival until the end of the school day.
- My phone will not be used during school hours and other educational activities.
- I will not take my phone or any device on organised school day trips except where explicitly permitted by the Trip Leader.
- My phone cannot be used whilst I am attending a school activity, with the following exceptions:
 - d) If I am at a school event off-site after school I must ask the teacher on duty if I can use my phone.
 - e) If I think I need to use the phone after school I will do so only after speaking to a teacher for approval and giving a valid reason.
- For the conditions listed above, I will then put the phone away immediately afterwards and if I need to use it further I must ask again.

5.3 Wearable Technology

- I understand that I may bring a personal fitness tracker and/or smart watch into school on the condition that any communication features are disabled. However I may be asked to leave the devices at home if they become a source of distraction or disruption.

5.4 Sanctions

- I understand that failure to follow this agreement will result in a warning that will be noted at the bottom of this agreement and further use, contrary to this agreement, will result in permission for any personal electronic device being brought into school revoked.

- I understand that if I break the ICT agreement, sanctions will be applied that the Computing Department explains at the start of the academic year.

APPENDIX 6: AI PUPIL AGREEMENT

It is my responsibility to act in accordance with the school values to ensure my academic integrity and not misrepresent AI generated content as my own work.

If I use an AI site as a resource:

1. I will only use AI platforms that are age appropriate as outlined in the site's policy
2. I recognise that using AI generated text as my own is academic dishonesty and can identify as plagiarism
3. I will cite use of the AI platform as a reference For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2023.
4. I will rephrase any relevant information I wish to use in my own words
5. I will check the information is correct before I use it
6. I will not rely on AI generated content as a key source and will use it in conjunction with other sources to check it's validity
7. If I use an AI tool to help in any way (e.g. generate ideas or develop a plan), I acknowledge how I have used the tool, even if I do not include any AI generated content in my work. I acknowledge the AI tool used, describe how I used it, and the date I accessed it.

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