



CROSFIELDS SCHOOL

Policy/Procedure Name:	IT Acceptable Use Policy for Pupils
Policy Owner:	Director of Digital Strategy
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1.Introduction

1.1 This policy along with the School's Online Safety Policy sets out rules for pupils when using all school devices, systems, shared areas and communication services (online and otherwise) and applies when accessing these from outside school. This Acceptable Use Policy also operates as the school's Bring Your Own Device (BYOD) programme in Years 9 to 11 by outlining Crosfields School's expectations for the school, its pupils, and their parents/guardians in relation to the use of pupil devices within the school.

1.2 The term 'device' refers to any mobile electronic technology, including assistive technologies, brought into the school, which is owned by the pupil or managed by the school, and which has the capability of connecting to the school's Wi-Fi network.

2.Policy requirements

2.1 Please note that the school does not currently allow the use of devices that connect to a 3g, 4g or 5g mobile network to be used in school; this includes all mobile phone and/or mobile phone peripheral devices such as smart watches (e.g. Apple Watches).

2.2 Pupils in Years 7 to 11 must read and accept the IT Acceptable Use Policy for Pupils prior to using devices in school.

3.Access to the School's Wi-Fi network and resources

3.1 Internet access through the school's Wi-Fi network will be provided on school premises at no cost to pupils who are enrolled at Crosfields.

3.2 Access to school resources such as shared drives, printers and associated costs will be a school based decision.

4.Bring Your Own Device (BYOD) Years 9 to 11

4.1 Pupils in Years 9 to 11 can bring authorised devices to the school for the purpose of learning.

4.1.1 Pupil devices are for schoolwork and should be distraction-free.

Please do not install non-curricular software such as games or messaging apps. The use of VPNs and hotspots is prohibited in school.

4.2 We realise some families may already have a suitable device at home or would prefer to look for an alternative. This is fine, but please use the details

listed in the 'Crosfields Minimum BYOD Device Requirements' document as a guide to selecting a suitable device.

4.3 Crosfields cannot guarantee that devices that do not meet the minimum requirements will be suitable for pupils to successfully engage in their learning.

5. Device as a Service Years 4, 5, 7 and 8

Device as a Service Years 4 to 5

5.1 All pupils in Years 4 to 5 will be issued with a Microsoft Surface Go laptop for the purpose of learning.

5.2 This device can only be used at school and will remain in a locked charging cabinet when not in use. There is no additional charge for this service unless deliberate damage occurs.

Device as a Service Years 7 to 8

5.3 All pupils in Years 7 to 8 will be issued with a Microsoft Surface Pro laptop for the purpose of learning. Pupils can use this device both at school and at home. There is no additional charge for this service unless loss or deliberate damage occurs.

Device as a Service Years 4, 5, 7 and 8

5.4 The device comes with a keyboard, charger, pen and protective case. The case must always be used to ensure the device is protected under warranty and insurance.

5.5 If the device malfunctions or suffers accidental damage such as a broken screen, the school will organise the repair free of charge. Pupils will be issued a new device while the repair takes place to ensure continuity of learning.

5.6 The devices are not covered for loss (Years 7 to 8) or deliberate damage (Years 4, 5, 7 and 8).

5.7 If the loss or deliberate damage of the device or its peripherals occurs, the following charges will be incurred:

- Microsoft Surface Pro 11 Laptop: £1,021.25
- Microsoft Surface Pro 11 Keyboard: £87.66
- Microsoft Surface Pro Pen: £15.00
- Microsoft Surface Pro Charger: £66.66

5.8 It is recommended that parents add the device to their contents insurance to mitigate these costs.

5.9 The devices are fully managed by the school, including all filtering and monitoring software to ensure best practice in online safety. Web browsing will be filtered both at school and at home in line with government guidelines. Monitoring software is used to screen capture concerning content which is then

reviewed by external moderators and if necessary, forwarded to the school's safeguarding team for review.

5.10 All software required for pupils to engage in the Crosfields curriculum is provided by the school. This includes but is not limited to all Microsoft 365 desktop applications, Adobe Creative Cloud, Bitdefender Antivirus and the Read&Write accessibility software.

5.11 Pupils are restricted to using the Microsoft Edge web browser as this browser ensures a consistent learning experience. Pupils must not attempt to install unauthorised software on their device.

5.12 Upon issuance of the device, pupils will be taken through the IT Acceptable Use Policy for Pupils and asked to confirm that they understand their responsibilities in relation to the use of technology at school.

6. Acceptable use of devices

6.1 The Head will retain the right to determine what is and is not appropriate use of pupil devices at the school within the bounds of the school's policies, GDPR and other legislation.

6.2 The appropriateness of device use by pupils remains at the discretion of the classroom teacher.

6.3 The consequences of any breaches of the IT Acceptable Use Policy for Pupils will be determined by the Head in accordance with relevant school policies and procedures.

6.4 Pupils must comply with the school's policies concerning the use of devices at the school.

6.5 Pupils should not attach any school-owned equipment to their devices without the permission of the school.

6.6 Pupils should not connect their devices to the school's internal network via Ethernet connection under any circumstances.

6.7 Pupils must not create, transmit, retransmit or participate in the circulation of content on their devices that attempt to undermine, hack or bypass any hardware or software security mechanisms that have been implemented by the school.

6.8 Pupils understand that bullying and harassment can take place online and therefore should be mindful when sending messages or emails to others. Appendix B covers appropriate email and messaging etiquette.

6.9 Pupils must not relocate or interfere with the configuration of any school owned hardware devices.

6.10 Pupils must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

6.11 There may be times when pupils are required to take photographs or make video or audio recordings during learning activities that are supervised by an appropriate staff member.

6.12 Other than in situations outlined in clause 6.11, pupils must not take photographs or make video or audio recordings of any individual or group without the express written permission of each individual (including parent/guardian consent for minors) being recorded and the permission of an appropriate staff member.

6.13 Pupils must not store on their device any content dealing with illegal activities, material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature. Such content may result in disciplinary and/or legal action.

6.14 Pupils must not use the school's network services to search for, link to, access, store, or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature. Such use may result in disciplinary and/or legal action.

6.15 All communication with other users should be respectful, accurate and use appropriately written expression as would be acceptable in a written school assessment. Pupils should never reveal personal details, including addresses or phone numbers to others.

6.16 Pupils must not attempt to steal any data or software from the school network or another device. Such action may result in disciplinary and/or legal action.

6.17 Where the school has reasonable grounds to suspect that a device contains data which breaches the IT Acceptable Use Policy for Pupils, a staff member with delegated authority may confiscate the device for the purpose of confirming the existence of the material. The device will not be returned until the incident has been resolved. Depending on the nature of the material involved, school disciplinary action may be appropriate, or further action may be taken including referral to the police.

6.18 Pupils must not access software applications or material from their device which are not relevant to their current learning.

6.19 Information published on the Internet may be inaccurate or may misrepresent a person or situation, therefore care must be taken in the use of this information.

6.20 Pupils using their device inappropriately may be asked to close their device and complete their learning activities by alternative means.

6.21 A pupil friendly version of acceptable use guidelines is available in Appendix A and should be used when explaining good practice to younger pupils.

7. Personal Mobile Phones and Smart Watches

Pupils in Year 6 and below should not bring mobile phones into school under any circumstances, unless this has been specifically agreed with the Head of Juniors e.g. where a pupil needs a phone to support their travel arrangements.

Yondr (Phone) Procedure (applicable to Years 7-11 only)

Pupils in Year 7 – 11 may bring mobile phones to school for the purpose of safe travel to and from the School. However, mobile phones are not to be used during the school day. If a pupil is bringing a phone to school, their parent/carer will be required to buy a Yondr Pouch, the purchase of which will be charged to their termly bill. This is a locking Pouch that will prevent access to phones.

Beginning of the Day

Pupils must bring their named Yondr Pouch to school with them each day. Pupils enter the School through the main gate by the School Office and unlock their pouch using the mounted Yondr magnets by the school entrance. It is advised that pupils lock their pouch once they have removed their phone at the end of the school day to protect the integrity of the pin in the locking mechanism and therefore avoiding the need to pay to replace the Pouch in case of damage.

Tutor Time: 'Pouching Up'

The 'Pouching Up' process will take place during tutor time each morning for all mobile phones, smart watches and headphones. Pupils will do the following as part of their morning routine:

1. Pouch open and on the desk
2. Devices turned off
3. Devices placed in the Pouch
4. Pouch locked and checked by form tutor
5. Pouch placed in the pupil's school bag

The tutor will also conduct a check of the Pouch each week to check for damage. If damage is seen, this will be reported to the Pastoral Leadership team who will contact parents and inform the Finance Team to arrange for a replacement pouch to be paid for by the parent.

End of the Day

At the end of their school day, pupils will leave via the main gate and will use the mounted Yondr magnets to:

1. Open their Yondr Pouch
2. Remove their phone, smart watch & headphones
3. Close their Yondr Pouch (important to stop the pin bending in the bag)
4. Keep Yondr Pouch in their school bag overnight

Late to school or early leavers

Pupils arriving late (after 08:35) or leaving early (before 16:10) will pouch/unpouch their devices in the School Office.

Fixtures/School Trips

A portable Yondr magnet taken to each away fixture or school trip for pupils to unlock their Pouch if not returning to school site. The rest of pupils unlock on return to school via mounted lock boxes.

Forgotten pouch or forgotten device

The tutor will send the pupil to the Head of House/Senior Deputy Head during tutor time in both instances. If the pouch has been forgotten, the pupil's device will be taken by the Head of House, returned at the end of the day and parents to be informed. If the device has been forgotten, the Head of House will contact parents to verify that this is the case.

Lost or damaged pouch

The tutor will send the pupil to the Head of House/Senior Deputy Head during tutor time in both instances. If a replacement pouch is available, this will be given to the pupil and they will 'Pouch Up' in the presence of the staff member and the parents will be billed for a replacement pouch. If the school does not have any pouches available, a new pouch will be ordered by the school, and parents will be billed for the replacement pouch. The device will be given to Heads of House each morning until the new pouch is delivered. In both cases, parents will be contacted.

If a pouch has been intentionally damaged, the pupil will serve an after-school detention.

8. Filtering & Monitoring

7.1 The school uses filters called Smoothwall and Smoothwall Cloud Filter to filter Internet traffic both at school and at home for school managed devices. BYOD devices are only filtered at school.

7.2 Filtering is maintained in line with government guidelines to ensure best practice in online safety.

7.3 The school uses Smoothwall Monitor as its monitoring software on all school managed devices from Years 3 to 8. Smoothwall Monitor is used to screen-capture concerning content which is then reviewed by external moderators and if necessary, forwarded to the school's Safeguarding Team for review.

7.4 Teachers ensure that active monitoring of all pupil devices takes place when pupils are using them either in the classroom or around the school.

7.5 School managed devices used by pupils in Years 7 to 8 continue to be monitored when the devices are taken away from the school.

9. Artificial Intelligence (AI)

8.1 Crosfields takes an approach of upskill fast and proceed cautiously when it comes to the appropriate use of AI to support pupil learning.

8.2 Please refer to the Crosfields Artificial Intelligence Policy and Framework for additional guidance on the acceptable use of AI at Crosfields School.

8.3 For clarity, the following AI tools are approved for use by pupils when teachers have included them as part of a planned learning activity:

- Adobe Firefly (approved for all year groups)
- Google Gemini (approved for Years 9 to 11)
- Google Notebook LM (approved for Years 10 to 11)

10. Google Workspace for Education

9.1 Crosfields uses Google Workspace for Education to provide and manage a Google Workspace for Education account for pupils. Pupils must always use their Crosfields Google Workspace for Education account when accessing Google's services at the school.

9.2 Pupils must abide by Google's Terms of Service for all services provided as part of their Google Workspace for Education account.

9.3 Acceptance of the IT Acceptable Use Policy for Pupils includes parental consent for the School to maintain a Google Workspace for Education account for their child and for Google to collect, use, and disclose information about their

child only for the purposes described in the [Google Workspace for Education Privacy Notice](#).

11. Long-term care and support of devices

10.1 Pupils and their parents/guardians are solely responsible for the care and maintenance of their devices unless the device has been provided as part of the school's device as a service programme.

10.2 Pupils in Years 9 to 11 must have current antivirus software installed on their device and must continue to maintain the latest service packs, updates, and antivirus definitions.

10.3 The school highly recommends that pupils use [Microsoft Defender Antivirus](#) to ensure that their device remains fully compatible with the school's network.

10.4 Pupils in Years 9 to 11 are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

10.5 Pupils are responsible for managing the battery life of their device. Pupils must ensure that their device is fully charged before bringing it to school. The school is not responsible for providing facilities for pupils to charge their device.

10.6 Pupils are responsible for backing up their own data and should ensure that this is done regularly. Pupils should save their academic data using the Microsoft OneDrive cloud storage facility provided by the school.

12. Damage and loss

11.1 Pupils are responsible for securing and protecting their device while at school and while travelling to and from school. This includes protective/carry cases and exercising common sense when storing their device.

11.2 Crosfields does not accept responsibility for theft, any damage or loss of a device or parts/accessories.

11.3 Pupils should clearly label their device for identification purposes. Labels should not be easily removable.

11.4 Pupils in Years 9 to 11 should read and understand the limitations of the manufacturer's warranty on their device, both in duration and in coverage.

13. Technical support

12.1 Pupils in Years 9 to 11 must download and install a copy of Microsoft Office 365 on their BYOD device. The school will provide pupils with up to five Microsoft Office 365 licenses; these licenses can be used to install Microsoft Office 365 on up to five devices that are used within the pupil's home.

12.2 Pupils have the option to install a copy of the Adobe Creative Cloud applications on their BYOD device. Pupils in Years 7, 8 and 9 are automatically assigned an Adobe Creative Cloud licence. Pupils in Years 10 and 11 can request an Adobe Creative Cloud licence from the IT Service Desk.

12.3 Please note that the Crosfields Minimum BYOD Device Requirements do not meet the minimum system requirements for all Adobe Creative Cloud desktop applications.

12.4 Pupils will have the option to access all Adobe Creative Cloud desktop applications in the school's computing suite.

12.5 It may be necessary for pupils to install additional software depending on the course being taken. Please do not purchase any additional software for use within the school as this will be provided.

12.6 Pupils in Years 9 to 11 are responsible for the installation of any software on their device.

14. IT Service Desk

13.1 IT Service Desk services will center on software application support and connectivity issues for all BYOD devices.

13.2 Any hardware or software problem on BYOD devices that cannot be solved must be dealt with by the company from which the device was bought.

13.3 Where it becomes necessary to reinstall system or application software on BYOD devices, pupil responsibilities as outlined in clause **10.1** apply.

15. BYOD loan devices

14.1 Loan devices may be available when hardware failures occur to BYOD devices purchased from a retailer. Pupils must provide the IT Service Desk with a repair agent receipt before a loan device can be issued for the duration of the repair.

14.2 If a loan device is not returned within the specified loan period, a device cost of £400.00 will be charged to the pupil's fee account.

16. Insurance

15.1 Pupil BYOD devices are not covered by Crosfields insurance. Insurance is the responsibility of parents/guardians and pupils.

17. Crosfields' Technology Standards

16.1 The School's Wi-Fi network operates on the 802.11ac 5 GHz standard. Devices that do not support this standard as a minimum will not be able to connect.

18. Device requirements

17.1 Pupil BYOD devices should meet the minimum requirements as outlined in the Crosfields Minimum BYOD Device Requirements document.

17.2 Crosfields cannot guarantee that devices that do not meet the minimum requirements will be suitable for pupils to successfully engage in their learning.

19. Security and device management processes

18.1 Pupils should protect their device using a strong password to access the operating system.

18.2 Microsoft recommends the following password complexity requirements:

Not containing the user's account name or parts of the user's full name that exceed two consecutive characters.

Be at least 12 characters in length.

- Contain characters from three of the following four categories:
- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)

Non-alphabetic characters (e.g. ! \$ # %)

18.3 Pupils should not divulge their password (or anyone else's password) to any other person.

18.4 Pupils should only use their own network log-in details and should never share them with others. Any action using a user's password will be assumed to have been actioned by that user.

Appendix 1: Pupil Acceptable usage policy in 'Child Speak'

Nursery, Reception and Year 1

These are the rules I agree to follow when using any digital technology:

- I only go online with a grown-up
- I only click on buttons when I know what they do
- I am kind online
- I keep information safe about me online

- I tell a grown up if something online makes me unhappy or worried

Years 2 to 4

These are the rules I agree to follow when using any digital technology:

- I will only use ICT in school for school purposes
- I will only open attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will only take a photo or video of someone if they say it is okay
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will only change the settings on the computer if a teacher has allowed me to
- I know that my use of ICT can be checked, and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher
- I will not bring a Smart Watch to school because I am not allowed to wear one during the school day
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online

Years 5 to 11

These are the rules I agree to follow when using any digital technology:

- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use my school computers for schoolwork unless I have permission otherwise
- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult
- I only talk with and open messages from people I know, and I only click on links if I know they are safe
- I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened
- I only send messages which are polite and friendly
- I keep my personal information safe and private online
- I will keep my passwords safe and private as my privacy, schoolwork and safety must be protected
- I will not access or change other people's files or information

- I will only post pictures or videos on the Internet if they are appropriate and if I have permission
- I know bullying in any form (online or offline) is not tolerated and I know that technology should not be used for harassment
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I understand that the school's Internet filter is there to protect me, and I will not try to bypass it.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult
- I know that my use of school computers and Internet access will be monitored
- If I see anything online that I should not or that makes me feel worried or upset, then I will minimise the page and tell an adult straight away
- I will not bring a Smart Watch to school because I am not allowed to wear one during the school day
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online
- I will only use devices when supervised by a member of staff
- I will only use my device during break and lunchtimes in the designated areas (Years 7-11)

Appendix 2: e-mail Etiquette

Email is short for electronic mail i.e. a digital letter. Authoring an email is like writing a letter, so some of the same rules should be followed. I agree to follow these rules when using the school's email system:

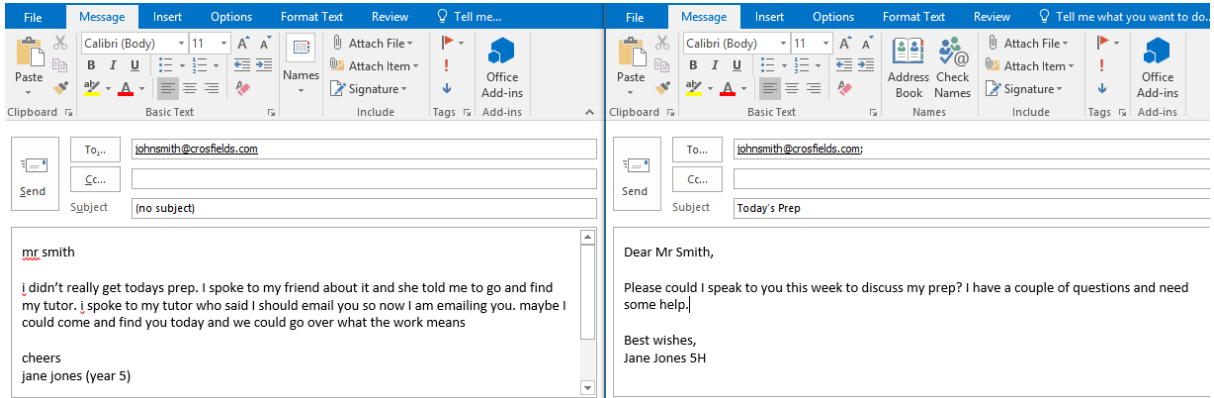
Before Sending an Email...

- Is an email necessary? Could you speak to that person face-to-face instead? If your email requires an urgent reply, face-to-face is often better. If you are emailing a teacher, please give them at least 24 hours to respond to your email.
- During lesson time, you should not be using email to communicate with classmates unless given permission to do so by your teacher. Please only use the school email for communicating with @crosfields.com email addresses.
- Emails sent and received at Crosfields are monitored for inappropriate content. This is for your safety. If something upsets you or makes you feel uncomfortable, please talk to a trusted adult e.g. parent or teacher.
- The repeated sending of unkind emails is called cyberbullying. This is not acceptable at Crosfields. Emails are monitored so please do not do this. If this is happening to you, please find a trusted adult who can help you.

While Sending an Email...

- All emails should have a subject line (heading) that uses capital letters correctly. The subject line should tell you what the email is about.

- In the main body of text, start with a greeting. If you are emailing teachers, please use their titles e.g. Mr, Miss, Ms or Mrs.
- The body of the email is where the message goes. Keep your message to the point.
- At the end of the email, sign off with an appropriate ending, saying who you are.



- Please see above for an example of a badly written email compared with a well-written one.

Before Pressing Send...

If you think you have finished your email, double-check spelling, punctuation and grammar. Writing everything in upper-case is not appropriate as it suggests you are shouting. Writing everything in lower-case looks careless and you have not put any thought into what you have written.

Double check you have inserted an attachment to an email.

If you are happy that the email is appropriate and has been proofread, press send.