Acceptable Use of ICT Resources (Students) 2026-2027

(including Internet Access and Microsoft 365 Policies)

William Hulme's Grammar School
The best in everyone™
Part of United Learning

This Acceptable Use Policy (AUP) follows national guidelines to protect you and the school. It sets out your responsibilities when using school ICT resources. Please read and sign this document to state that you agree to be bound by it. Computing resources are a privilege. Breaking these rules may result in access being withdrawn. Other disciplinary measures may also be taken. Misuse of our ICT systems and services may also constitute a criminal offence under the Computer Misuse Act 1990 or the Data Protection Act 2018 (also known as GDPR).

ICT is provided for authorised school purposes only

- Only use school devices and IT services for **authorised purposes** and only access data and systems you know you are allowed to use.
- School devices and services are provided for **school work**; do NOT attempt to use them for any other purpose such as playing games, social media or running a business.
- Do **not** attempt to install software on a school device or store personal data on school devices or Microosft 365.
- You are **personally responsible** for the care of any IT hardware provided for your use at home or elsewhere, keep it safe and don't share it.
- Do not **damage or threaten the functionality** of any of the school's computers or IT resources whether in school or not. You will have to pay for any malicious damage caused to IT equipment or services.
- You may install **Microsoft Office** on up to 5 computers and 5 mobile devices, under Microsoft's Windows Live Service Agreement. The software is provided **for education use only**.

You are responsible for your account and password

- Your account is **yours alone** and must never be shared. **Never give your password** to anyone and never write it down.
- Use a strong password which is not easily guessed. You may write a password "hint" in your planner to remind you, but not the full password.
- **Sign out** at the end of every lesson after saving your work.
- **Never use another person's account** or look at their data, if you find someone else signed in, sign them out or restart the computer.

Use Email and Teams Responsibly and Respectfully

- Use only the **school-provided email account ending @whgs-academy.org** for school purposes, you may not use any other email service.
- Use email **only for school purposes,** to communicate with members of staff and pupils to discuss your **education only.**
- Use **respectful language** and show the WHGS 5 Respects in all e-mails and Teams conversations. Remember e-mails and chat messages are monitored by school staff at all times.
- Do not e-mail images, video, sounds or text that could cause **offence or harm** and never forward chain emails, spam or hoaxes or anything non-education related.
- **Report suspicious e-mails** or anything that makes you feel bad to a member of staff and tell us immediately if you have opened any attachments or clicked on a suspicious link.
- Don't use your **school e-mail address for personal reasons,** e.g. to chat with friends. No **social media, personal email or chat services** may be used in school or on school devices.
- Your data should be stored on **OneDrive** only and **USB memory sticks are not permitted.**
- Do not share your personal details e.g. phone number or home address via school email or Teams.
- Respect the environment by keeping printing to a minimum.

Use the Internet Safely and Responsibly

- Don't attempt to get around **school internet filters.** Report inappropriate or harmful content to staff to be blocked. Remember all internet use is logged and monitored.
- Always respect **copyright**, don't use material from the internet and present it as your own work.
- **Act responsibly online at all times**. Do not e-mail, send by text or instant message or post on social media any material that could cause **offence or harm to individuals or WHGS.**
- Don't do anything online that may bring the school or United Learning into **disrepute.**
- Do not copy, download, or share material from websites (including text, images, videos, or music) without permission from the copyright holder.
- Do not share copyrighted, harmful, hurtful, or inappropriate material on school systems, including Teams, email, or learning platforms.

IT AUP Statement of Acceptance 2026/27 (Student)

This Acceptable Use Policy (AUP) provides guidelines for the acceptable use of IT facilities at WHGS. This AUP has been developed to protect the student and WHGS by specifying what is, and what is not considered responsible use of IT computing resources at WHGS.

You are now required to sign the acceptance below to provide a record that you have read, understood and accept this AUP and any appendices where applicable. You will not be allowed to access IT facilities until this form is returned.

Acceptance

I have read and understand the above and agree to use the WHGS computer facilities within these guidelines.

Name: (Please Print) ..... Form: .....

Student Signature: ..... Date: .....

Parent/Carer Signature: ..... Date: .....

Office Use Only:

Recorded by: ..... Date: .....

A compliance reminder will appear on all computers prior to signing in.