TONBRIDGE GRAMMAR SCHOOL - ACCEPTABLE USE POLICY (STUDENTS) 2026-27

What is an AUP?

At Tonbridge Grammar School, everyone involved in school life is asked to agree to an Acceptable Use Policy (AUP). This document explains how we expect students to behave when they are online and when they use school networks, internet access, devices, cloud platforms, artificial intelligence (AI) tools or social media - both in school and at home.

Why do we need an AUP?

These expectations help keep everyone safe, respectful and happy while using technology. Sometimes things can go wrong online and people can get upset, but following these expectations helps us avoid problems and deal with them safely when they occur.

School systems are protected and monitored through filtering, safeguarding and security tools to provide safe access to digital technologies. This means that anything you do on a school device, or on school networks and platforms (including from home), may be viewed by authorised staff whose role is to help keep you safe.

This policy is not just about systems and devices - it is primarily about behaviour. The same expectations apply whether you are in school, at home, using your own device or interacting online with others.

All of the points below can be summarised in one simple idea:

Treat yourself and others with respect at all times - behave online as you would face to face.

Is it kind? Is it necessary? Is it helpful?

BEHAVIOUR

For any device, app, site or game, at school and at home

- Anything I write, post or share online will be necessary, relevant, positive and respectful of others.
- I will treat myself with respect at all times and treat others as I would like to be treated.
- I will always be positive and creative, aiming to learn, develop new skills and contribute constructively.

- I know it can be difficult to put devices down, so I will be open and honest with trusted adults if I am struggling to manage my screen time. I will use the Digital 5 A Day principles.
- I will protect my own reputation and that of the school, staff, students and others.
- I will only use apps, sites and games that are appropriate for my age.
- When I am at school or using a school system or device, I will only use apps, sites and services that are appropriate for educational use.
- I will avoid taking risks online and will not engage with content that promotes hatred, discrimination or extremism.
- I understand that calling something "banter" does not make it acceptable if it causes upset or harm.
- I will not use technology to bully, harass, threaten, embarrass, exclude or upset anyone. I will support others and will not be a bystander.
- I will not create fake accounts or impersonate another person.
- I will be cautious when communicating with people online and remember that people may not always be who they claim to be.
- I will speak to a trusted adult before engaging in conversations with people I do not know, including AI chatbots where personal advice is involved.
- I will always speak to a trusted adult before meeting someone in person whom I first met online.
- I will follow the school's phone-free expectations and will not use a mobile phone during the school day unless specifically authorised by a member of staff.
- I will only use personal devices, including smartwatches, smart glasses and other wearable technology, when explicitly permitted by staff.
- I will never take secret photographs, videos or recordings of staff, students or visitors.
- I will not film, photograph or share incidents where someone is hurt, distressed, angry or vulnerable. I will seek help instead.
- I will review privacy and location settings regularly and ensure I understand who can see my information and activity.
- I understand that I can always leave a conversation, block someone, refuse a challenge or report behaviour that makes me uncomfortable.
- I understand that pornography is not appropriate for young people and that viewing, sharing or accessing it may expose me and others to harmful and unrealistic portrayals of relationships.
- I will report any inappropriate sexual, violent, hateful or harmful content that I receive or encounter.

ARTIFICIAL INTELLIGENCE (AI)

- I will only use AI tools and platforms in ways that are authorised by the School and my teachers.
- I will ensure that my use of AI is transparent, responsible, appropriate, legal and ethical.
- I understand that AI can produce inaccurate, biased or misleading information and that I should always verify the accuracy, quality and relevance of AI-generated content.

- I understand that this includes AI-generated summaries and responses provided through search engines.
- I will not submit AI-generated work as entirely my own and will follow my teachers' guidance about acknowledging the use of AI.
- I will always credit the role of AI where appropriate.
- I will not use AI to cheat in assessments or to gain an unfair advantage.
- I will never use AI to create content that is harmful, offensive, misleading, inappropriate or illegal.
- I will not use AI tools to create images, videos or recordings that falsely represent another person.

SHARING

For any device, app, site or game, at school and at home

- I understand that anything I share online may be copied, saved, shared or recovered, even if I later delete it.
- I will respect my own body and the bodies of others.
- I will use positive language and will never use images or videos to shame, embarrass or humiliate another person.
- I will never create, request, possess, share or distribute nude or semi-nude images of anyone under the age of 18.
- I understand that this includes AI-generated, edited or manipulated images, including images created using deepfake technology or "nudifying" applications.
- I understand that creating, possessing or sharing such images may be illegal and will be treated as a serious safeguarding concern.
- I will not create or share deepfake content or other artificially generated media that could mislead, harm or embarrass others.
- I will not post, view, upload, download or share material that is offensive, harmful, extremist, discriminatory, misleading or illegal.
- If I encounter such content, I will report it immediately.
- I will not share videos or images of fights, bullying incidents or situations where people are upset or distressed.
- I will not share personal information that could identify me, my family, my friends or members of the school community.
- I will always check information before sharing it because online content may be inaccurate, biased or deliberately misleading.
- I will think critically about information I see online and will seek evidence from reliable sources before sharing it.
- If I livestream, I will understand who can view it and ensure that my parents/carers are aware.

ACCESS, SECURITY AND SETTINGS

- I understand that the School may monitor activity on school devices, networks and systems in order to keep students safe.
- I understand that this monitoring may include websites visited, emails, files, screenshots, browsing history and other activity on school systems.
- I will keep my passwords secure and will never share them with other students.
- If I think someone knows my password or has accessed my account, I will change it immediately and inform a member of staff.
- I will not attempt to bypass school security, filtering or monitoring systems.
- I will not access hacking tools, bypass tools or services designed to circumvent school safeguards.
- I will only access, edit or delete my own files unless I have explicit permission to do otherwise.
- I will be cautious when opening links, attachments and files, particularly when they are unexpected.
- I will respect copyright and intellectual property rights.
- I will not use a mobile hotspot or other personal network to provide internet access to any device used in school.

GETTING HELP

- I will tell a trusted adult if I am worried about something online or if I believe someone else may be at risk.
- I will encourage my friends to seek support when they need it.
- If I encounter content relating to self-harm, suicide, eating disorders, abuse, exploitation, extremism or any other safeguarding concern, I will report it and seek help immediately.
- I understand that trusted adults may change over time and that it is always acceptable to seek support from someone else if needed.
- I understand that school staff should behave professionally both in person and online. If anything feels unusual, inappropriate or makes me uncomfortable, I will report it to another trusted member of staff.
- I may be contacted through Microsoft Teams, Office 365, Toddle or other approved school systems by my teachers, Form Tutor, Student Support Coordinator or other authorised members of staff regarding my learning, wellbeing, behaviour or co-curricular activities.
- If I am contacted by someone else claiming to represent the school, or if a member of staff asks me to move a conversation to another platform or personal account, I will tell another trusted adult immediately.
- If I see, hear or receive anything that makes me feel uncomfortable, worried or unsafe, I will not engage with it and will seek support.
- I know who my trusted adults are at school, at home and elsewhere.
- I know that support is also available through Childline, The Mix, the Samaritans, and through the school's safeguarding and student support systems.

STUDENT AGREEMENT

I have read, understood and agree to follow the expectations set out in this Acceptable Use Policy.

Student Name: _____Form:_____

Signature: _____

Date: _____

Tonbridge Grammar School Acceptable Use Policy (Students) 2026-27

Reviewed: September 2026

Policy Equality Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for students with protected characteristics. This forms part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.