



# Cambridge Academy for Science and Technology

## Student Acceptable Use Policy

Owner:	Danielle Pacey
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Approved by:	Local Governing Body
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# **Cambridge Academy of Science and Technology (CAST)**

## **Acceptable Use Policy for ICT and Mobile Devices**

Part of United Learning Trust

### **1. Purpose**

This policy outlines expectations for students in both Secondary and Sixth Form regarding the use of school ICT systems, digital resources, and personal mobile devices. It aims to ensure a safe, respectful learning environment and protect the reputation of CAST and United Learning Trust.

### **2. Why This Matters**

CAST is proud to be part of United Learning Trust, committed to excellence, integrity, and responsibility. As a STEM-focused academy, our reputation depends on how we present ourselves, online and offline. Responsible technology use is also a key part of safeguarding, helping protect students from harm and unsafe behaviour.

### **3. Responsible Use of School ICT**

Students must:

- Use their own login credentials and never share passwords.
- Access only appropriate websites, apps, and content.
- Communicate respectfully online and avoid offensive or harmful language.
- Save work in designated school areas.
- Report suspicious activity, cyberbullying, or misuse to staff.
- Follow staff instructions when using devices and platforms.

Students must not:

- Attempt to bypass security systems or access restricted areas.
- Use school networks for gaming, social media, or streaming unless directed by staff.
- Download or share illegal, offensive, or inappropriate content.
- Install unauthorised software or applications on school devices.
- Modify, disable, or interfere with system settings or security tools.
- Use ICT to damage the reputation of CAST, United Learning, staff, or fellow students.

### **4. School Email Use**

Students are provided with a CAST email account for learning and communication. They must:

- Use school email accounts for educational purposes only.
- Use it professionally and respectfully.
- Avoid using it for personal sign-ups or non-educational platforms.
- Not send or forward inappropriate content.

Email accounts are monitored by the United Learning Cambridge Cluster IT Service team. Misuse may result in disciplinary action.

## **5. Use of Artificial Intelligence (AI) Tools**

Students may use AI tools (such as chatbots, image generators, or coding assistants) to support learning when directed by staff. However, responsible use is essential.

Students must not:

- Use AI tools to create or share inappropriate, offensive, or harmful content.
- Generate false or misleading information that could damage reputations or cause distress.
- Use AI to impersonate others, fabricate evidence, or bypass academic integrity.
- Attempt to access or use AI tools that are blocked or restricted by the school.

Any misuse of AI tools will be treated seriously and may result in disciplinary action. Staff may review AI-generated work to ensure it meets school standards and safeguarding expectations.

## **6. System Monitoring**

All school ICT systems are monitored by the United Learning Cambridge Cluster IT Service team. This includes:

- Internet activity
- Email usage
- Login records
- Device behaviour

Monitoring helps safeguard students, prevent misuse, and maintain system performance. All activity may be visible to staff and IT administrators.

## **7. Personal Mobile Phones**

Mobile phones must not be seen, heard, or used during the school day.

This includes lessons, breaktimes, lunchtimes, and movement between classes.

- Phones must be switched off or silent and kept out of sight.
- Use is only permitted with explicit staff permission.
- Sixth Form students may use phones in designated areas only.

## Responsibility

- The decision to provide a mobile phone to a student rests with parents or carers. It is important that families understand the capabilities of the device and the potential for misuse.
- Parents/carers should be aware that if a student brings a mobile phone to school, CAST cannot accept responsibility for any loss, damage, or costs incurred due to its use.
- If a mobile phone is lost, stolen, or damaged while on school premises, the school accepts no liability for repair, replacement, or recovery.

Breaches may result in:

- Confiscation until the end of the day
- Contact with parents/carers
- Further disciplinary action

These rules support safeguarding by reducing exposure to harmful content and distractions.

## 8. Parents and Carers

We ask for your support in reinforcing this policy. Please avoid contacting your child via mobile phone during the school day. In emergencies, contact the school office.

Together, we can help students develop responsible digital habits and protect the school community.

## 9. Agreement and Signatures

By signing below, students and parents/carers confirm they have read and understood this Acceptable Use Policy and agree to follow its expectations.

**Student Name:** \_\_\_\_\_

**Year Group:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Carer Name:** \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_