



BLESSED TRINITY COLLEGE

ICT Acceptable Use,
eSafety & Device Policy
(Students)

SEPTEMBER 2026

Rationale

New technologies continue to play an integral role in the lives of students within Blessed Trinity College and beyond. The internet and internet-enabled devices provide valuable opportunities to enhance learning, promote creativity, and support communication. These technologies allow students to engage with their work in more flexible and innovative ways, both inside and outside the classroom.

Blessed Trinity College is committed to ensuring that all students understand how to use technology safely, responsibly and effectively. This includes understanding how to protect themselves and others online, how to behave appropriately in digital spaces, and how to report any concerns they may have. The College recognises that while digital technologies offer many benefits, they also present risks.

This policy reflects the College's recognition that online safety is a safeguarding matter. The College has a duty to protect staff and students from online harm, including exposure to inappropriate material, cyberbullying, exploitation, and the misuse of digital technologies. Students are expected to behave online in a way that does not compromise their own safety, the safety of others, or the reputation of Blessed Trinity College (BTC).

Purpose

This policy is intended to ensure that students are responsible users of ICT and remain safe while using digital technologies for educational, personal and recreational purposes. It aims to protect both students and school systems from misuse, whether accidental or deliberate, and to reduce the risk of harm to individuals and the wider school community.

The policy sets out clear expectations regarding the acceptable use of ICT, including the use of school systems, internet access, and personal devices. It also supports the College's safeguarding responsibilities, and should be read in conjunction with the Safeguarding & Child Protection Policy, Addressing Bullying Policy and our Positive Behaviour for Learning Policy.

College Facilities

Students at Blessed Trinity College have access to a wide range of ICT facilities, including desktop computers, laptops, Chromebooks, iPads and online learning platforms such as Office365 and Google Classroom. These resources are provided to support and enhance learning both in school and at home. The students' C2k usernames and log in details must be used to access all services. Personal email accounts should not be used in school/Google Classroom.

Students are expected to respect all ICT equipment and use it appropriately. Equipment should not be damaged, removed, or interfered with in any way. Any faults, damage or concerns must be reported immediately to a member of staff.

Passwords

A password will be provided to students at the start of the new school year, allowing them to access C2k devices and programmes like Office365 and Google Classroom. Every student is required to change this password to something memorable. This password should never be shared with others, and can be used to access the network while in college and at home. Students should never try to access the accounts of others, as this is a breach of the college's Acceptable Use Policy (and the Computer Misuse Act 1990), and could result in sanctions being imposed.

Use of Email & Digital Communication

Students are provided with a school email account for educational purposes. This account should be used for all school-related communication. Students should be aware that their use of email and digital platforms may be monitored, to ensure appropriate use, and to safeguard all users. Students must communicate respectfully at all times and must not send messages or content that could cause harm, distress or offence to others.

Use of the Internet

All internet access provided within BTC is filtered by C2k. Access to websites with inappropriate content is monitored by the provider, blocked and reported. Students should use this internet service for access to educational sites only, other sites should only be accessed under the direction of the class teacher. Online gaming, social media and video streaming are blocked and should not be accessed. Students should not attempt to access services to bypass this filtering system. If students do not follow the guidelines, internet access on their accounts can be blocked by the administrator, if required. Concerns identified through monitoring systems are escalated to the Care Team.

eLearning Responsibilities & Expectations

Digital learning plays an important role in supporting learning and teaching within Blessed Trinity College. Students are expected to engage responsibly with all online learning platforms. They must not record or forward any content within our eLearning platforms – such as worksheets, exam papers, answers, solutions, videos, notes or Google Meet links – to anyone else without the permission of the creator of that content.

All online activity is recorded; this includes anything sent or said via email, on the Google Classroom Stream or in a Google Meet. When completing work electronically, it is important that copyright laws are followed, and that all work submitted is the student's own work. Any violations will be reported to the AVP, who will liaise with the Head of Department, as appropriate; public examination students will be reported to the examination body, as per normal procedures.

Artificial Intelligence & Generative AI

The College recognises that Artificial Intelligence (AI) and generative AI tools are becoming increasingly common in education and everyday life. These technologies may include tools which generate text, images, audio, video, or other content. While AI can support learning and creativity, when used appropriately, it must be used responsibly, safely, and ethically.

Students may only use AI tools when permitted to do so by a member of staff and for approved educational purposes. Any work submitted must remain the student's own work, and students must not present AI-generated content as their own without permission. Where directed by staff, students may be required to acknowledge or declare the use of AI tools in completed work. Students must not use AI tools to create, access, share or distribute harmful, offensive, inappropriate or misleading content, including, but not limited to, manipulated images, videos or audio of others. Students must not upload personal information, photographs, confidential material or school-sensitive information into AI platforms or online services.

The College recognises that AI-generated content may not always be accurate, reliable or unbiased. Students are expected to critically evaluate information produced by AI tools and use such technologies in a manner that supports learning, academic integrity, and the safety and wellbeing of the wider College community.

eSafety

All students must read and sign the acceptable use policy before being given access to our computer network, IT resources or internet. In addition, BTC will deliver an age appropriate eSafety programme and promote events such as Internet Safety Day, in order to show students how to protect themselves online, and how best to take responsibility for their own and others' safety.

Reporting Concerns

Students should report any concerns relating to online safety, including inappropriate content or harmful behaviour. Concerns can be reported to a member of their Care Team or a trusted member of staff.

Social Media

Expectations regarding safe and responsible use of social media applies to all members of the BTC community. The term social media may include, but is not limited to, : blogs; vlogs; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messaging platforms.

All members of the BTC community are expected to engage in social media in a positive, safe and responsible manner. The College's filtering and monitoring system will control student access to social media while using school provided devices and systems on site.

Safe and appropriate use of social media will be covered with students as part of an embedded preventative curriculum approach, via age-appropriate sites and resources. Any concerns regarding a student's use of social media will be dealt with in accordance with existing policies. Concerns will be shared with parents/carers, as appropriate, particularly when concerning underage use of social media sites, games or tools.

Students will be advised:

- To consider the benefits and risks of sharing personal details on social media sites which could identify them and/or their location.
- To only approve and invite known friends on social media sites, and to deny access to others by making profiles private.
- Not to meet any online friends without a parent/carer's permission, and only when a trusted adult is present.
- To use safe passwords.
- To use social media sites which are appropriate for their age, stage and ability.
- How to block and report unwanted communications.
- How to report concerns both within the school setting and externally.

PERSONAL DEVICES

In line with our Positive Behaviour for Learning Policy, BTC recognises that many parents/carers may wish their child to have a smart phone (or other personal electronic devices) for use in cases of emergencies. The College reserves the right to confiscate a student's smart phone (or other devices), if it is used inappropriately.

- The misuse of smart phones and other personal electronic communication equipment for cyberbullying will not be tolerated.
- Staff discretion is advised when asking students to engage in any activity which would require them to use personal devices. Students will be advised regarding what is appropriate and inappropriate in these circumstances.
- In accordance with JCQ regulations, phones and devices (including smart watches) must not be taken into examinations. Students found in possession of a smart phone or other connected devices during an exam will be reported to the appropriate examining body. This may result in the student's disqualification from that examination or all examinations.
- Students should protect their phone number by only giving it to trusted friends and family members. Students will be instructed in safe and appropriate use of smart phones and personally owned devices, and will be made aware of boundaries and consequences.
- It is forbidden for students to use their smart phones/other devices to take videos and pictures of other students or staff without their consent and then send the pictures to other students or staff, or upload it to a website for public viewing.
- It is a criminal offence to use a smart phone/internet to menace, harass or offend another person, and almost all calls, text messages and emails can be traced.
- Smart phones/other devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the college.

If there is a circumstance when smart phones or devices are required to be switched on, then:

- The Bluetooth function must be switched off and not used to send images or files to other devices.
- Devices should be silenced and must not disrupt lessons with ringtones, music, or beeping.

Procedures if Devices are Observed During the School Day

- Smart phones/devices MUST BE switched off and out of sight once students enter the school building and throughout the school day.
- If a student does not follow this rule, the smart phone/device will be confiscated by the teacher and placed in the classroom Phone Safe, until the end of the lesson.
- If a student breaches this rule again, the device will be brought to reception for storage for the duration of the school day. A member of office staff will record the details on the school computer system and notify the Care Team, as appropriate. If the problem persists with the same student, a smart phone/device will only be returned to a parent/carer by appointment with the Head of Year.
- Following this, in the case of repeated instances and a blatant disregard for the policy guidelines, a confiscated smart phone/device will only be returned to a parent/carer by appointment with the Year Group Assistant Vice Principal.
- It should be noted that the College will report any matters to the police which are subject to illegal misuse of smart phones, social media, or ICT facilities, in relation to school.

The use of smart phones during the school day to make telephone calls, send or receive SMS/IM, take photographs or listen to music (this list is not exhaustive) is restricted with devices being switched off at ALL TIMES, including between classes, breaktime and lunchtime, unless directed otherwise by staff.

Exceptions may be permitted only in exceptional circumstances if the parent/carer specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the appropriate Head of Year. Parents/carers are reminded that in cases of emergency, the school office remains the appropriate point of contact and can ensure your child is reached and assisted, as appropriate. Students are not to contact their parents directly. They should speak to a member of the Care Team, should they need to contact home.

Use of Earphones & Headphones

The use of wireless earphones, headphones or similar audio devices (including AirPods) is not permitted during the school day. These devices must be switched off and stored out of sight while on school premises, unless explicit permission has been given by a member of staff for a specific educational purpose. The wearing or use of earphones during the school day can pose safeguarding concerns, reduce awareness of surroundings, and negatively impact learning, communication, engagement and supervision. Any misuse of earphones or headphones will be treated in line with the College's procedures for personal devices and may result in confiscation, and/or further sanctions where appropriate.

Loss, Theft & Damage

Students should mark their device clearly with their names. Smart phones/other devices that are found in the college and whose owner cannot be located should be handed in at reception. The College accepts no responsibility for replacing lost, stolen or damaged smart phones/devices. The College accepts no responsibility for students who lose or have their smart phones/devices stolen while travelling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised access/phone calls cannot be made on their college login account or smart phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential; smart phones and/or passwords should not be shared.

ICT ACCEPTABLE USE POLICY – STUDENT AGREEMENT FORM

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the College will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password.
 - I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- I will not arrange to meet people offline that I have communicated with online without parental knowledge.
- I will immediately report any unpleasant or inappropriate material or messages, or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the college systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use, unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the college systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act towards me:

- I will respect others' work and property, and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language, and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the college has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the College:

- I will only use my own personal devices (smart phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the college, I will follow the rules set out in this agreement, in the same way as if I was using college equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate, or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place, to prevent access to such materials.
- I will immediately report any damage or faults involving ICT equipment or software; regardless of how this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email, due to the risk of the attachment containing viruses or other harmful programmes.

- I will not install or attempt to install or store programmes of any type on any college device, nor will I try to alter computer settings.
- I will only use social media sites with permission, and at the times that are allowed.
- I will not comment disrespectfully regarding fellow students &/ BTC on our social media platforms.
- If I have any concerns, I will approach my Care Team for assistance; I will not contact home directly during the school day without my Care Team's knowledge & permission.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies, including music and videos.
- When I am using the internet to find information, I should take care to check that the information I access is accurate, as I understand that the work of others may not always be truthful, and may be a deliberate attempt to mislead me.

When using Artificial Intelligence (AI) and generative AI tools, I recognise that:

- I will only use AI tools when permitted by a member of staff and for approved educational purposes.
- I understand that generative AI tools may create text, images, audio, video or other content, but that any work I submit must remain my own work unless otherwise directed by staff.
- I will not present AI-generated work or content as my own without permission.
- Where required, I will acknowledge or declare the use of AI tools in my work.
- I will not use AI tools to create, share or distribute harmful, offensive, inappropriate or misleading content, including manipulated images, videos or audio of others.
- I will not upload personal information, photographs, confidential information, or school-sensitive material into AI tools or online platforms.
- I understand that AI-generated content may not always be accurate, reliable or unbiased, and I will take care to check information carefully before using it.

I understand that I am responsible for my actions, both in and out of school:

- I will follow all BTC eLearning responsibilities and expectations outlined in this policy.
- I understand that the school has the right to take action against me, if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school, and where they involve my membership of the BTC community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action.

Please complete the section below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

Student's name _____

Class _____

Student's signature _____

Parent/carers' signature _____

Date _____

** Parents/carers are advised not to post pictures of students on social networks, or to post malicious/fictitious comments regarding our college community.
Parents should make complaints through official channels.**