USE OF THE INTERNET AND TECHNOLOGIES INSIDE AND OUTSIDE OF SCHOOL:
AN ANTI-BULLYING ISSUE

As we are sure you are aware, children are very computer literate. They find it very easy to use the latest technologies whether it is the latest mobile phone or the Internet. The modern communications revolution has made it easier to stay in contact with friends and family from all over the world at any time of the day or night.

All students, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet. Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual role. We will monitor the websites visited by students, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above. More information is set out in the acceptable use agreements below.

Where a student misuses the school's ICT systems or internet, we will follow the procedures set out in our Behaviour Policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

However children now use a huge range of devices outside school hours. Technologies include home PCs, laptop computers and hand-held computers, mobile phones including Smartphones (if not in your home, it could be at a friend's home); all have the possibility of accessing the web from almost any part of the United Kingdom.

Students will be taught about online safety as part of the curriculum.

In **Key Stage 3**, students will be taught to:
- Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy
- Recognise inappropriate content, contact and conduct, and know how to report concerns
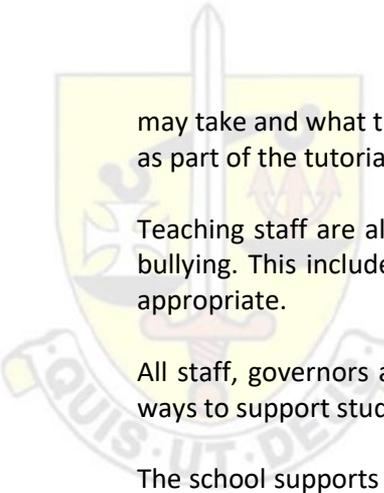
Students in **Key Stage 4** will be taught:
- To understand how changes in technology affect safety, including new ways to protect their online privacy and identity
- How to report a range of concerns

Specific technologies that are becoming more commonly used for communication by children outside of school hours include email, instant messaging, chatrooms, mobile-camera phones, websites, blogs managed by children and social networking sites (such as "TikTok", "Snapchat", "Instagram" or "X"). You need to be aware that bullying can happen via technologies; they are simply a way of communicating for a bully.

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an inbalance of power (See also the school behaviour policy).

To help prevent cyber-bullying, we will ensure that students understand what it is and what to do if they become
aware of it happening to them or others. We will ensure that students know how they can report any incidents
and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with students, explaining the reasons why it occurs, the forms it

may take and what the consequences can be. Form tutors will discuss cyber-bullying with their tutor groups as part of the tutorial programme and Year 7 citizenship.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support students, as part of safeguarding training (see section 11 for more detail).

The school supports parents by signposting resources on cyber-bullying so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school Behaviour Policy. Where illegal, inappropriate or harmful material has been spread among students, the school will use all reasonable endeavours to ensure the incident is contained.

We must stress that cyber-bullying will always be viewed by the School as serious anti-social behaviour that is **normally punished by a suspension.**

We need your support as a parent, to share responsibility in reducing the opportunities for bullying to take place outside school hours, to ensure that your child is neither a victim nor sender of offensive or threatening messages. Please monitor closely what messages your child is sending and receiving.

Students using mobile devices in school

KS3 and KS4 students may bring mobile devices into school, but are not permitted to use them at any time on the school site; if it is seen or heard then it will be confiscated, returned at the end of the day and a detention set (this includes any 'smart' devices such as smart watches). Students in Year 7 and 8 are not allowed smartphones or personal devices which can connect to the internet in school, they may bring a 'brick phone' only. If a Year 7 or Year 8 student is found to have a smartphone internet-connected personal device in school, the device will be confiscated and parents/carers will be contacted.

KS5 students may bring mobile devices or laptops into school and use the school wif-fi to help with their studies. They are not permitted to use the phone outside sixth form areas (study room, form rooms and common room) and any incidents of doing so will lead to confiscation. Any use of mobile devices in school by students must be in line with the acceptable use agreement.

Any breach of the acceptable use agreement by a student may trigger disciplinary action in line with the school behaviour policy.
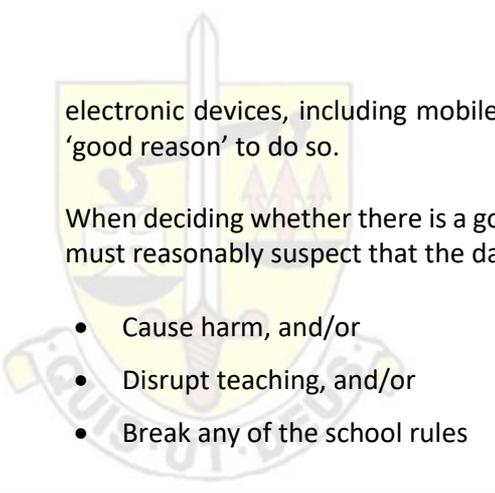
How the school will respond to issues of misuse

Where a student misuses the school's ICT systems or internet, we will follow the procedures set out in our Behaviour Policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on students'

electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.
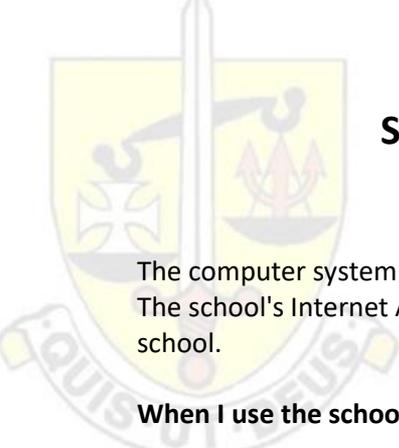
When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the Designated Safeguarding Lead or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police*

* Staff may also confiscate devices for evidence to hand to the police, if a student discloses that they are being abused and that this abuse includes an online element.

ST. MICHAEL'S CATHOLIC GRAMMAR SCHOOL
Acceptable Internet Use Statement

The computer system is owned by the school and is made available to students to further their education. The school's Internet Access Policy has been drawn up to protect all parties - the students, the staff and the school.

When I use the school's ICT systems, including the internet in school, I will:

* Only log-in using my own username and will not share my username with anyone else. I understand that I am responsible for the security of my own username and password

* Always log-off or shut down a computer when I am finished working on it

* Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer

* Always use the school's ICT systems and the internet responsibly and for educational purposes only

* Tell a member of staff immediately if I find any material which is illegal or might upset, distress or harm me or others

* Always use professional levels of language and content in my emails and Google Classroom message/comments

* Check my email account and Google Classrooms regularly for communication from staff

* Only contact staff using private Google Classroom/email when direct contact cannot be made (ie when education is remote)

* Always be aware that the school may check my computer files, and monitor the website/applications that I visit. I understand that my internet access at school can be withdrawn if any misuse is discovered.

* Never involve myself in cyber-bullying, whether at home or at school. I understand that making any comments/sending any messages/sharing any material that can cause hurt and upset to others will always be viewed by the school as cyber-bullying and treated as serious anti-social behaviour. I will always remember that I have a collective responsibility for the content of any group chats that I am a member of.

When I use the school's ICT systems, including the internet in school, I will not:

* Access any inappropriate websites including: social networking/media sites, chat rooms or gaming sites.

* Open any attachments in emails, or follow any links in emails, that I cannot identify. If I am unsure I will ask a member of staff.

* Use any inappropriate language (including swearing and discriminatory language) when communicating online, including emails.

* Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision.

* Post any anonymous comment or forward spam.

Booklet updated January 2026

- Use the school's ICT systems for any personal financial gain (including gambling), political purposes or advertising.

ST. MICHAEL'S CATHOLIC GRAMMAR SCHOOL
Artificial Intelligence (AI) Use Statement

Artificial intelligence tools (like chatbots, image generators, and coding assistants) are powerful new resources that can help us learn, explore, and create. Like any tool, they must be used wisely and honestly to support, not replace, our own effort and thinking. As a School, we all need to use AI ethically and responsibly so that we can use these tools effectively to improve our learning.

As a student at St Michaels, I commit to using AI tools ethically and responsibly by adhering to the following rules:

Academic Honesty and Original Work

- I understand that my School values original thought and academic integrity.
- Honest Submission: I will never submit work generated by an AI as my own.
- A Tool, Not a Replacement: I will use AI as a study aid (like a tutor or a calculator) to brainstorm ideas, check grammar, or summarise facts, but I will always do the critical thinking, analysis, and writing myself.
- Fact-Checking: I know that AI can sometimes be wrong or "make things up" (a phenomenon called hallucination). I am responsible for verifying all information provided by an AI before using it in my work.

Privacy and Safety

- I will use AI tools safely and respect the privacy of myself and others.
- Gemini: I understand that Gemini is the safe and approved AI tool for use in School which I access through my School login.
- Protect Personal Information: I will never input personal or sensitive information about myself, my peers, my teachers, or the School into an AI tool.
- Respect Copyright: I will not use AI to create content (like images, code, or essays) that violates copyright or intellectual property laws.

Respectful and Appropriate Use

- I will use AI tools to foster a positive learning environment.
- Respectful Communication: I will not use AI to generate hate speech, bullying, or any inappropriate or offensive content.
- Follow Teacher Instructions: I understand that some assignments or classes may have stricter rules, or even a complete ban, on using AI. I will always follow the specific instructions given by my teacher for each task.
- Consequences
- I understand that a violation of this contract may be considered a breach of the School's AI policy and may be treated seriously by my teachers.