

Winchester House School
Pupil Acceptable Use Policy (AUP)

Last reviewed: 1st September 2026 (DSL / Deputy Head Pastoral)
Adopted by Governors:

Next review due: 1st September 2027 (DSL / Deputy Head Pastoral)

What is this document and why do we need it?

This document is called an Acceptable Use Policy (AUP).

The purpose of this AUP is to help everyone at Winchester House use technology safely, responsibly and respectfully. It explains the expectations that pupils must follow when using school technology, personal devices and online services, both in and out of school where these relate to school life.

Technology offers many opportunities for learning, creativity, communication and enjoyment. By following this AUP, pupils can help protect their own safety and wellbeing, support others, and contribute to a positive digital environment that reflects the values of The Winchester House Way.

Who is this document for?

This Acceptable Use Policy (AUP) applies to all pupils at Winchester House.

Pupils are expected to follow this AUP whenever using school devices, school systems, school networks or personal devices in connection with school activities. The expectations within this document apply both in and out of school where the use of technology may affect the safety, wellbeing or reputation of individuals within the Winchester House community.

What is a 'personal device'?

Within this AUP, the term *personal device* refers to any portable equipment capable of connecting to the internet, storing or transmitting data, capturing images, recording audio or video, or supporting digital communication.

This includes, but is not limited to:

- Mobile phones
- Laptops
- Tablets
- Smartwatches and other wearable technology
- Cameras
- Audio or video recording devices
- Any other internet-enabled, data-enabled or image-capturing device

A personal device is a device owned by a pupil, parent, carer or another individual rather than by the School.

What is the '1:1 Device'?

As part of Winchester House's 1:1 device programme, each pupil in Years 6 to 8 is provided with a school laptop.

Throughout this AUP, the term **1:1 device** refers to the school-provided laptop issued to each pupil. The device is provided to support learning and school-related activities and should be used in accordance with the expectations set out in this policy.

Use of School Equipment, Systems and 1:1 Devices

- For pupils in Years 6, 7 and 8, I will meet the expectations of the Pupil Promise and use my 1:1 device responsibly in accordance with this AUP.
- I will look after school equipment and report any damage, faults or concerns to a member of staff as soon as possible.
- I will keep my passwords and login details secure and will not share them with anyone else.
- I will not attempt to access another person's account or use another person's login details.
- I will not install software, applications or programmes on school devices unless authorised by a member of staff.
- I will not attempt to change settings, security features or monitoring systems on school devices.

- I will respect the work and property of others and will not access, copy, delete or alter another person's files without permission.
- I will use my school email account only for school-related purposes and will ensure that all communications are polite, respectful and appropriate.
- I will take care when opening emails, attachments or links and will tell a member of staff if I receive anything unexpected, suspicious or concerning.
- During lessons, I will use my 1:1 device only for learning activities authorised by the teacher. I understand that using my device for games, messaging, photography or other unrelated activities may result in a sanction.
- I will bring my 1:1 device to school fully charged each day and ready for learning.
- When using my 1:1 device at school, I will connect only to approved school networks and systems.
- I will not connect USB sticks, portable hard drives or other external devices to school equipment unless I have permission from a member of staff.
- When using Microsoft Teams or other school-approved online platforms, I will communicate in a polite, respectful and purposeful manner. I understand that inappropriate, unkind or off-topic messages may result in a sanction.

Use of the Internet and Online Technologies

- I will use the internet safely, responsibly and respectfully and in a way that reflects the values of The Winchester House Way.
- I will not intentionally access, search for, create, download, share or distribute content that is inappropriate, illegal, harmful, hateful or unsuitable for my age.
- I will immediately report to a member of staff any content, message, image, video or online behaviour that makes me or another person feel uncomfortable, worried or unsafe.
- I will not attempt to bypass, disable or interfere with the School's filtering, monitoring or security systems.
- I will use the internet for educational and approved purposes and will not deliberately use excessive downloads, uploads or streaming that could affect other users.
- I will think critically about information I find online and understand that not everything on the internet is accurate, trustworthy or true. This includes misinformation, disinformation and manipulated content.
- I will respect copyright and intellectual property and will not copy, download, upload or share content without permission where this is not allowed.
- I understand that my use of School devices, systems and networks may be monitored and recorded to help keep members of the School community safe and to support teaching and learning.

Artificial Intelligence (AI)

- I will only use artificial intelligence (AI) tools when permitted by a member of staff.
- If I have used AI to help with my learning, classwork or prep, I will acknowledge this honestly and follow my teacher's instructions.
- I will not present AI-generated work as entirely my own work.
- I will not use AI tools to create, share or alter content that could harm, upset, embarrass, bully or mislead others.
- I will not use AI to create fake, manipulated or deceptive images, videos, audio recordings or messages involving other people.

Use of Personal Devices

- I understand that Winchester House is a smartphone-free school and that pupils must not bring smartphones into school unless written permission has been granted by the School in exceptional circumstances.
- If permission has been granted for me to bring a mobile phone into school, I will ensure that it is switched off and handed in to Reception on arrival. It must not be used during the school day and will be collected at the end of the day.

- I may wear a standard digital watch whose primary function is to tell the time or set alarms. Smartwatches and other wearable devices capable of messaging, recording, internet access or similar functions are not permitted.
- I will not bring personal devices with cameras, internet access or communication functions to school trips, residential visits or other off-site activities unless I have been given specific permission by the School.
- I will not use personal devices to take photographs, videos or audio recordings of other people without permission.
- I understand that the School may confiscate, inspect or retain a personal device where there are concerns relating to safeguarding, behaviour, misuse of technology or the safety and wellbeing of members of the school community.
- I understand that any use of a personal device associated with school activities must follow the expectations set out in this AUP, the Behaviour Policy and the Online Safety and Digital Awareness Policy.

Use of Online Communication

Within this AUP, the term *online communication* refers to any platform that enables users to communicate, collaborate, create, publish or share content. This includes, but is not limited to, email, messaging services, social media platforms, online forums, blogs, gaming platforms, livestreaming services and other digital communication tools.

- I will communicate with others in a polite, respectful and responsible manner and recognise that the same expectations apply online as offline.
- I will ensure that my online behaviour reflects the values of The Winchester House Way.
- I will not use technology to bully, harass, intimidate, exclude, embarrass or upset others.
- I will not create, post, share or respond to content that is abusive, offensive, discriminatory, inappropriate, harmful or unlawful.
- I will think carefully before posting, sharing or commenting online and understand that content may remain accessible even after it has been deleted.
- I will not share photographs, videos, recordings or personal information about other people without their permission.
- I will not create, edit or share manipulated, misleading or AI-generated content that could harm, embarrass, upset or deceive another person.
- I will not make, send or request images, videos or messages that are inappropriate, sexual in nature or intended to embarrass or pressure another person.
- I will not impersonate another person or use someone else's account, identity or online profile.
- I will not attempt to contact current or former members of staff through personal social media accounts, messaging services or other online platforms. Where communication is necessary, I will use approved school systems.
- If I experience, witness or become aware of cyberbullying, inappropriate online behaviour or any activity that may place someone at risk, I will report it to a trusted adult or member of staff.

Looking After Yourself Online

Winchester House encourages pupils to maintain a healthy balance between technology and other activities, to think carefully about the information they share online, and to seek support from a trusted adult if anything online makes them feel worried, upset, unsafe or uncomfortable.

Appendix A - Acceptable Use Policy (AUP) Overview & Agreement

Winchester House School - Pupil Acceptable Use Policy (AUP) Overview

This summary highlights the key points of our Pupil Acceptable Use Policy (AUP). All pupils must read, discuss and sign this document to confirm their understanding and agreement.

Why do we have an AUP?

To help everyone use technology safely, responsibly and respectfully, both in and out of school, in a way that reflects the values of The Winchester House Way.

Using School Devices

- Use school devices and 1:1 laptops for learning and school-related activities.
- Keep passwords private and do not attempt to bypass security settings.
- Report any damage, faults or concerns to a member of staff.
- Use school email and Teams appropriately and respectfully.
- Bring your 1:1 device to school fully charged.

Internet and Online Activity

- Use the internet safely and responsibly.
- Do not access or share inappropriate, harmful or age-inappropriate content.
- Never try to bypass the School's filtering or monitoring systems.
- Think critically about whether online information is accurate and trustworthy.
- Tell a member of staff if anything online makes you or someone else feel worried, uncomfortable or unsafe.

Artificial Intelligence (AI)

- Only use AI tools when a member of staff has given permission.
- Be honest if AI has helped with your work.
- Do not present AI-generated work as entirely your own.
- Do not use AI to create fake, misleading or harmful content about others.

Personal Devices

- Winchester House is a smartphone-free school.
- Smartphones may only be brought into school with written permission.
- Approved phones must be switched off and handed in to Reception.
- Smartwatches are not permitted.
- Do not use personal devices to take photographs, videos or recordings of others without permission.

Online Communication

- Be kind, respectful and responsible online.
- The same expectations apply online as offline.
- Do not bully, harass or upset others using technology.
- Do not share images, recordings or personal information about others without permission.
- Think carefully before posting, sharing or commenting online.
- Report cyberbullying or anything that may place someone at risk.

Looking After Yourself Online

- Think carefully about the information you share online.
- If something online makes you feel worried, upset, unsafe or uncomfortable, tell a trusted adult straight away.

Agreement

I have read and understood the key points of the Winchester House School Pupil Acceptable Use Policy. I agree to follow these expectations and understand that breaches of the AUP may result in sanctions in accordance with the School's Behaviour Policy and other relevant school procedures.

Name of Pupil: _____

Tutor/Teacher & Year Group: _____

Signature: _____

Date: _____