

Ormiston Academies Trust

Flegg High Ormiston Academy

Technology Acceptable Use Agreement for older children

Policy version control

Policy type	Statutory, OAT template mandatory
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Approved by	National Leadership Group, May 2026
Release date	July 2026
Review	July 2027
Description of changes	None – provided for context with changes to Technology Acceptable Use Policy for Staff and Stakeholders.

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Technology Acceptable Use Agreement for older children

Flegg High Ormiston Academy

Mobile phones

The academy mobile phone policy is here: [Flegg High Ormiston Academy - Policies](#)

I understand the mobile phone policy and will always follow it.

Staying safe

I understand that I must use academy systems and equipment in a responsible way, to avoid risks to my safety or the safety of others.

I will always:

- keep my username and password safe and secure, and
 - will not share it,
 - will not try to use anyone else's username and/or password
 - will store it somewhere where it cannot easily be found or stolen
 - immediately inform a designated member of staff if I suspect that my login details have been compromised
- be aware of "stranger danger" when I am online
- take an adult with me if I arrange to meet people offline that I have communicated with on-line and will always meet in a public place
- I will immediately report to a member of staff any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online

I will **not** share personal information about myself or others when online, such as:

- names
- addresses
- handles or usernames
- email addresses
- telephone numbers
- images/selfies

Appropriate use

Unless a responsible adult gives me permission, I will:

- only use the academy's IT systems and equipment for learning and not for personal use
- not try to make large downloads or uploads that might slow down the internet connection and/or prevent others from being able to work
- not use the academy's IT systems or equipment to try to reach blocked or forbidden sites
- not use other people's work in my own work
- not try to download copyright material (including music and videos)

Being respectful

- I will respect the work and property of others
- I will not open, copy, remove, or edit any other person's files, without that person's knowledge and permission
- I will be polite and responsible when I communicate with others
- I will not use strong, aggressive, or inappropriate language
- I respect that others may have different opinions
- I will not take or share images of anyone without their permission and will never distribute inappropriate or illegal images

Staying secure

Unless a responsible adult gives me permission, I will:

- never use my own personal computer, USB drive, or tablet in the academy
- always follow the rules in this agreement if allowed to use my own equipment, in the same way as if I was using academy equipment
- not try to upload, download or access any materials which are illegal or inappropriate, or may cause harm or distress to others
- not try to bypass the academy filtering or security systems
- will **immediately** report any damage or faults to a member of staff, however the damage or fault may have happened
- will not open any email links or attachments unless I know and trust the person who sent the email

- will not open an email, a link, or attachments if I think it looks suspicious. Instead, I will report it to a responsible adult
- will not try to install or store software tools and programs of any type on any academy equipment
- will not try to alter computer settings, remove cables, or interfere with computer hardware

Using AI

When I am working with AI chatbots or other apps, or even just using the internet, I will follow all the rules in this agreement, as well as:

- only using AI chatbots and apps that are named and provided by the academy
- not create anything that might be upsetting and/or harmful to other people
- never put my own or other peoples' name, address, email address, selfies/images, videos, or voices into the AI chatbot or app
- check that the information given is accurate and true
- tell a responsible adult if I am concerned or upset about the response from the AI chatbot or app

Sanctions

I know that the academy will monitor and keep a history of my use of IT systems, equipment, and digital messages.

I know that if I do not follow the rules in this agreement, the academy will use their normal behaviour sanctions, such as detentions and suspensions. If sufficiently concerning, the academy might also:

- take away my access to the academy IT equipment and internet
- contact my parents
- involve the police and/or other agencies

I know the academy can also take action if I am involved in incidents of inappropriate behaviour, covered in this agreement, **outside** the academy, such as online bullying or sharing harmful or inappropriate images, videos, or messages.

Now please sign the next page.

Technology Acceptable Use Agreement – Signature

Name: _____

Group/Class: _____

I have read and understood everything in the agreement and will follow these rules when:

- I use the academy's systems and equipment (both in and out of the academy)
- I use my own devices in the academy (only if allowed) e.g. laptop, tablet
- I use my own devices when outside of the academy, in a way that is related to me being a member of this academy, such as messaging other people at my academy, using academy email, online homework or lessons, private/group chats with others at the academy, etc.

Child's Signature: _____

Date: _____

Parent/Carer Signature (optional): _____