

STUDENT ONLINE-SAFETY ACCEPTABLE USE AGREEMENT

ReFocus wants me to learn, communicate and use technology safely. A member of staff will explain this agreement in a way I can understand. I can ask questions or ask for help at any time.

Keeping myself and other people safe

- I will keep my password private, use only my own account and lock or log out when I finish.
- I will not share personal information about myself or anyone else, including names, addresses, contact details, passwords, location, financial information, photographs or school information, unless a member of staff has authorised it.
- I will be careful when communicating online and will not arrange to meet an online contact without telling a trusted adult.
- I will be respectful. I will not bully, threaten, harass, discriminate, impersonate, pressure or deliberately upset another person.
- I will not create, ask for, alter, possess or share nude, semi-nude, sexual or humiliating images, including AI-generated images or deepfakes.
- If I see something worrying, unsafe or inappropriate, or someone asks me to keep an unsafe secret, I will stop, not forward it and tell a trusted adult immediately. I will not get into trouble simply for reporting a genuine concern.

Using devices, networks and school systems

- I will use school systems and devices for learning and authorised activities and follow staff instructions.
- I will not damage equipment, change settings, install software, access another person's files or try to bypass security, filtering or monitoring. I will not use an unauthorised VPN, proxy, browser, personal hotspot or similar method.
- I will report loss, damage, faults, suspicious messages, phishing, malware or a filtering problem immediately.
- I will use only approved email, storage, websites, apps, games and communication services and will not use school systems for gambling, shopping, illegal file sharing or other unauthorised activity.
- I understand that ReFocus filters and monitors its networks, accounts and managed devices to help keep people safe and secure. Information will be handled under the school's privacy information and data-protection law.

Mobile phones and smart devices

- I understand that from 1 September 2026 and following government statutory guidance I will not have access to my mobile phone, smartwatch or other personal communication or recording device at any time during the school day, including lessons, movement, breaktime and lunchtime. I will follow the school's collection, storage and return arrangements. I understand that an individual exception may be agreed for a medical condition, disability, safeguarding need, young-carer responsibility or another exceptional circumstance, and I will use the device only as agreed.

Using AI and online information

- I will use AI only when a teacher has authorised it, with appropriate supervision, and only if I meet the tool's age requirements.

- I will not enter my own or another person's personal information, image, school record, confidential information or work into an unapproved AI tool.
- I will check whether online and AI-generated information is reliable and suitable. I understand AI can be inaccurate, biased or harmful.
- I will follow teacher instructions, copyright and assessment rules, acknowledge AI use when required and not use it to cheat, impersonate, scam, bully, create sexualised content or avoid safeguards.
- I will ask a member of staff if I am unsure whether a website, app, AI tool, file or message is safe or permitted.

Images, copyright and communication

- I will not take, upload, edit or share an image, video or audio recording of another person without permission and staff authorisation.
- I will respect other people's work and copyright, acknowledge sources and not copy, download or distribute protected material unlawfully.
- I will not contact staff through personal social media, personal accounts or unauthorised messaging services.

If I do not follow this agreement

ReFocus will consider what happened, my safety and needs, and the effect on others. Action may include support, education, contacting parents/carers, restricting access, a proportionate sanction under the Behaviour Policy, safeguarding action or involving another agency where necessary. Any suspension or exclusion will follow ReFocus's published independent-school procedures. Reporting a concern will be handled supportively.

My agreement

I have had this agreement explained to me in a way I understand. I know how to ask for help and agree to follow these rules.

Student name: _____

Student signature or recorded agreement: _____ Date: _____

Parent/carer name: _____

Parent/carer signature: _____ Date: _____

If a signature is not appropriate, staff may record how the agreement was explained and the pupil's response:
