



The Grange School Student Computer Usage Policy Effective from: February 2026

Applies to:	Students/Staff/Parents and Carers
Date of Governing Body Approval	February 2026
Next Review	February 2029

Document Control

Title	The Grange School Student Computer Usage Policy
Originator / Author / Owner	Business Manager
Review Cycle	3 Years
Edit Location	T:Drive/Policies/2021-22
Published Location	Intranet
Supporting documents	None
Classification	Advisory

Document Management

Governance Area of Responsibility:

Curriculum	
Finance	
Health and Safety	
Safeguarding	x
SEND	
Personnel	
Other:	x



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This document covers the set of rules relevant to all computer access in school. They are valid for ALL users of the system.

1.0 The Grange School loans you a user account with which to access computer system(s)

Because the School has a legal safeguarding responsibility to reduce the risk of harm either to or from its students it reserves the right(s) to:

- View any/all of the contents of your account
- View/access all of your transactions across the network
- View your e-mail / messaging activity
- Remove your access to the account

It is important that users are aware that:

- User accounts are not personal/private accounts
- Users are not invisible on the network
- The school can and will prosecute illegal actions

1.1 The following actions are considered inappropriate and will result in disciplinary action

- Hacking
- Intentional introduction of viruses
- Giving someone else unauthorised access (which includes giving away your password). It is **NOT** your account to lend to others. Actions of another whilst using your account are **YOUR** responsibility.
- Downloading/storing material that is obscene
- Downloading illegal copies of software
- Sending messages of an obscene, slanderous, threatening nature
- Installation of unlicensed software



1.2 Disciplinary Action Procedures

1. Verbal Warning
2. Formal written warning (recorded for future reference) to the user and his/her parents/guardians if appropriate
3. Withdrawal of user account

1.3 Damage to equipment

Any purposeful or wilful damage (be this at a physical or software level) to or theft of equipment will be charged for at the current rate and the school will act in accordance with the terms of the school's behaviour policy.

It is in your own interest, and the interest of others within the school, that the computer equipment is treated with utmost respect. Damage to, or theft of, equipment will cause inconvenience to both you and other users and will not be tolerated.

1.4 Staying Safe Online

It is highly recommended that students and their parents educate themselves about internet safety and the threats that exist online.

- How to stay in control online: https://www.ceopeducation.co.uk/11_18/
- Advice for parents: <https://www.ceopeducation.co.uk/parents/>

Whether at school or at home, students must remember the following tips...

- Do not share any personal details with online friends. This includes your social media id, email address, mobile number and any pictures of you, your family or friends.
- If you publish a picture or video online – anyone can change it or share it.
- SPAM/ Junk email & messages: don't believe it, reply to it or use it.
- It's not a good idea to open files that are from people you don't know. You won't know what they contain – it could be a virus, or worse – an inappropriate image or film.
- Don't say something online that you wouldn't say offline.
- Some people lie online.



- Keep online mates online. Don't meet up with any strangers without an adult you trust. Better to be uncool than unsafe!
- It's never too late to tell someone if something makes you feel uncomfortable.
- There are people who can help. If you worried about online sexual abuse or the way someone has been communicating with you online, report it at:

<https://www.ceop.police.uk/Safety-Centre>



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Student Computer Usage Declaration

I have read and understood the school's Student Computer Usage Policy and agree to abide by its terms.

Student's Name:

Form Group:

Student's Signature:

Date:

As the parent/carer of the student named above, I understand that The Grange School offers students filtered access to the internet, in accordance with the Local Authority's web filtering policy and I am in agreement with this Student Computer Usage Policy.

Parent's / Carer's Name:

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Parent's / Carer's Signature:

Date:

