



CHARTERHOUSE
ALMATY

IT ACCEPTABLE USE POLICY (STUDENTS)

1. Policy Statement

Charterhouse Almaty recognises that digital technologies are integral to modern education and play a significant role in the academic and personal lives of students. The school is committed to ensuring that students can use digital systems safely, responsibly and effectively, while being protected from harm and while respecting the rights, safety and wellbeing of others.

This policy sets out the expectations for acceptable use of the school's IT systems, digital devices and online services by students. It aims to support learning, safeguard students, protect school systems and promote responsible digital citizenship in line with the Charterhouse Values.

This policy should be read in conjunction with the Safeguarding and Child Protection Policy, Promotion of Good Behaviour Policy, Online Safety Policy, Mobile Device Management Policy and the IT Acceptable Use Policy (Staff and Volunteers).

2. Aims

The IT Acceptable Use Policy (Staff and Volunteers) aims to:

- support students to use digital technologies safely, responsibly and ethically;
- protect students from harm, exploitation or inappropriate content online;
- promote respectful and responsible online behaviour;
- safeguard the security, integrity and availability of school IT systems;
- ensure that students understand their responsibilities when using digital technologies, both in and out of school.

3. Practice and Procedures

3.1 Scope of application

This policy applies to all students at Charterhouse Almaty.

It applies to:

- use of school-managed devices, networks and systems;
- use of personal devices when connected to school networks or used for school-related activities;
- access to school systems both on and off site;
- online behaviour where it impacts the school community or a student's membership of the school.

3.2 Acceptable use principles

All students are expected to:

- use digital systems primarily for educational purposes;
- act responsibly, respectfully and in a manner consistent with the expectations of the school;
- follow guidance given by staff regarding safe and appropriate use of technology;

- take reasonable steps to protect devices, systems and personal information from misuse or harm.

Students in Years 6-10 are expected to:

- use the school-managed, one-to-one device as their primary digital learning tool;
- ensure that its use is purposeful, responsible and in accordance with staff direction, supporting learning rather than distracting from it.

3.3 Personal safety and wellbeing

Students are expected to understand that Charterhouse Almaty monitors the use of its digital systems to safeguard users and maintain system security. Usernames and passwords must be kept private and secure, and any suspected compromise must be reported immediately by students to the IT Manager or to a trusted adult.

Students should take care not to share personal information online unless this is necessary and they have permission to do so. They are encouraged to act with caution when interacting with others online and to seek support from a trusted adult if any online activity causes concern, discomfort or distress.

Students must report promptly any harmful, inappropriate or upsetting content, messages or online behaviour, so that concerns can be addressed and appropriate support provided.

3.4 Respecting others and intellectual property

Students are expected to treat others with respect in all online interactions and must not engage in behaviour that bullies, harasses, threatens or humiliates others.

They must seek permission before using, adapting or presenting someone else's work as their own, and are expected to respect copyright by not downloading, using or sharing protected material without appropriate authorisation.

Artificial Intelligence (AI) tools may only be used where they are approved by the school and must be used ethically, transparently and in accordance with guidance provided by staff.

Students always remain responsible for the integrity and originality of their work.

3.5 Images, video and digital content

Students may only create, record or share images, audio or video of themselves, other students or staff where appropriate consent has been given, and school rules are followed.

Students must not create, possess or share inappropriate images or recordings, nor manipulate or distribute digital content in a way that causes harm, embarrassment or distress to others.

The creation, possession or sharing of nude or sexually explicit images or content is strictly prohibited, may be illegal, and will be treated as a serious breach of school policy. Any misuse or inappropriate sharing of digital content must be reported immediately so that appropriate action and support can be provided.

3.6 Social media and online conduct

Students are expected to conduct themselves responsibly and respectfully in all online spaces, including social media platforms, messaging services and online communities. They must comply with age restrictions for apps, games and platforms and ensure that their online behaviour, whether on or off school systems, does not cause harm to others or bring the school into disrepute.

Students are encouraged to protect their own online reputation and to respect the reputation of others and of the school. Creating fake accounts, impersonating others, or sharing misleading, offensive or harmful content is not permitted.

Where concerns arise relating to online behaviour, students are expected to seek support promptly from a trusted adult.

3.7 System security and responsible use

Students are required to use school IT systems responsibly and securely. They must not attempt to bypass filtering, monitoring or security systems, nor install, remove or alter software, applications or settings without permission.

Any damage to school-managed devices, loss of equipment, system faults or security concerns must be reported immediately to the IT Manager.

Students are expected to act with caution when opening links, attachments or messages and to seek advice if they are unsure about the safety or legitimacy of digital content.

3.8 Personal devices

Junior School students are not permitted to bring personal devices to school, unless authorised by the Head of Junior School for specific learning-support or medical reasons, subject to parent consent.

From Year 6 upwards, students are provided with a school-managed digital device for learning and are not permitted to bring or use personal laptops or tablets in school.

Personal mobile phones may be brought to school by Senior School students in accordance with the Mobile Device Management Policy but must remain switched off and stored securely in designated lockers during the school day, unless specific permission is given by staff for a clearly defined purpose.

3.9 Consequences of misuse

Failure to comply with this policy may result in sanctions in line with the Promotion of Good Behaviour Policy. The response to misuse will be proportionate to the nature and seriousness of the breach and will take account of the student's age, intent and previous conduct.

Serious or repeated breaches may result in restricted access to IT systems and/or the school-managed device (Years 6-10), withdrawal of device privileges (Years 6-10), disciplinary action, parental involvement or safeguarding intervention.

The school reserves the right to take action in relation to online behaviour that occurs outside school where it impacts the wellbeing or safety of students, or the reputation of the school community.

4. Assessment and Record Keeping

Incidents relating to the misuse of devices or breaches of this policy are recorded, monitored and reviewed in accordance with the school's established safeguarding, behaviour and pastoral procedures. Recording ensures that concerns are addressed consistently, that individual incidents are not viewed in isolation, and that appropriate follow-up action is taken where patterns of behaviour emerge.

Records are maintained securely on CPOMS (for safeguarding-related issues) and iSAMS (for wider behaviour issues) and are shared strictly on a need-to-know basis with relevant staff, such as the Designated Safeguarding Lead (DSL) or members of the Senior Leadership Team (SLT), to support effective intervention while maintaining appropriate confidentiality.

Information arising from recorded incidents is used constructively to support safeguarding responses, pastoral intervention, behaviour management and education on responsible digital use. Data is also reviewed at leadership level to inform staff training, monitoring of trends and periodic review of this policy, ensuring that practice remains effective and responsive to emerging risks.

5. Staffing and Resources

Clear allocation of roles and responsibilities is essential to the effective implementation of this policy and the safe use of IT systems across the school:

Role / Resource Category	Responsibilities / Description
The Head	○ Holds overall accountability for the implementation of this policy ○ Ensures that the approach of the school to digital technology supports safeguarding, wellbeing, academic integrity and its strategic aims. ○ Ensures that appropriate systems, resources and leadership oversight are in place
IT Manager	○ Responsible for the configuration, management and technical oversight of school-managed devices, including filtering, monitoring, security settings and software updates ○ Provides technical support, responding to device-related incidents ○ Works closely with the DSL and SLT where concerns arise
Designated Safeguarding Lead (DSL) and Deputy Heads (Junior and Senior Schools)	○ Oversee concerns relating to online safety, digital conduct and student wellbeing ○ Ensure that incidents are recorded appropriately, safeguarding thresholds are applied consistently, and students receive timely support and intervention where needed

All academic staff	○ Enforce expectations consistently in classrooms and learning spaces ○ Supervise appropriate use of devices, modelling responsible and professional use of technology ○ Report concerns or breaches promptly in accordance with school procedures
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6. Appendix One: Pre-Prep Acceptable Use Agreement (Years 1-2)

DIGITAL PROMISE

At Charterhouse Almaty, we use technology to help us learn, create and explore. We all help to keep technology safe and kind.

My Digital Promise

I promise that:

- I will use the computer or tablet to help me learn, just like my teacher shows me.
- I will be kind and polite when I use technology.
- I will not say or do anything online that might hurt someone's feelings.
- I will ask a teacher for help if I see something that worries me or makes me feel unsure.
- I will keep my password secret and not share it with friends.
- I will not take photos, videos or recordings unless my teacher says I am allowed to.
- I will look after school devices and use them carefully.
- I will stop and tell an adult if something goes wrong.

Remember

If I am ever unsure or worried, I can always talk to:

- my teacher
- another adult in school

They are there to help me.

7. Appendix Two: Acceptable Use Agreement (Years 3-5)

ACCEPTABLE USE AGREEMENT

I understand that I must use the school's digital devices and systems in a sensible and responsible way, to keep myself and others safe and to help everyone learn well.

Personal safety

- I understand that the school may check how its digital systems and devices are used so that students can be kept safe. If there is a concern, this may be shared with a trusted adult, such as a teacher.
- I will keep my usernames and passwords private and will not share them with others. If I think someone else knows my password, I will tell a trusted adult straight away.
- I will be careful about sharing personal information online and will only do so if a teacher or trusted adult says it is appropriate.
- I understand that I should never meet someone I only know online without a parent or trusted adult being involved.
- I will tell a trusted adult if anything online makes me feel worried, uncomfortable or upset.
- I will only take or share pictures, videos or recordings of myself or others if a teacher has given permission and if it is kind, respectful and appropriate.

Respecting others and their work

- I will be kind and respectful when using technology and when communicating with others online.
- I will not use technology to bully, tease, upset or embarrass anyone.
- I will ask permission before using someone else's work, ideas or pictures.
- I understand that not everything online is true, and I will check with a teacher or trusted adult if I am unsure.
- I will only use tools, apps or websites that the school has approved.

Responsible online behaviour

- I understand that school devices and systems are mainly for learning and schoolwork. I will only use them for other purposes if a teacher allows it.
- I will follow the rules about when and how devices can be used in school.
- I will be polite when communicating online and will remember that words and actions online can affect others.
- I will not try to change, damage or interfere with school devices, systems or security settings.
- I will tell a trusted adult if something is broken, not working properly, or if I think there is a problem with a device.
- I will be careful when opening links, messages or emails and will ask for help if I am unsure.

Personal devices

- I understand that personal devices are not usually used in the Junior School.
- If a personal device is allowed for a special reason, I will follow all school rules and use it only in the way I am told.

Consequences of misuse

I understand that if I do not follow this agreement, the school will help me understand what went wrong and may apply consequences in line with the Promotion of Good Behaviour Policy. This may include limits on using devices or other appropriate actions to help keep everyone safe.

Our shared responsibility

Using technology safely helps everyone learn, feel happy and stay safe. I understand that I can always ask for help from a trusted adult if I am unsure or worried about anything online.

8. Appendix Three: Acceptable Use Agreement (Years 6-10)

ACCEPTABLE USE AGREEMENT

I understand that I am expected to use the school's digital systems and my school-managed device responsibly, in a way that supports learning, protects my own wellbeing and respects the rights of others.

Personal safety and wellbeing

- I understand that my school-managed device operates within a filtered digital environment and that my use of school systems may be monitored to safeguard students and maintain system security. If concerns arise, these may be shared with the Designated Safeguarding Lead or my Class Teacher / House Tutor.
- I will keep my usernames and passwords secure and private and will report any suspected compromise immediately.
- I will not share personal information online unless this is necessary and appropriate and I have permission to do so.
- I understand that I should never meet someone I only know online without the involvement and approval of a parent or trusted adult.
- I will report promptly to a trusted adult any content, message or online behaviour that causes concern, discomfort or distress, whether it affects me or others.

Respecting others and academic integrity

- I will treat others with respect in all online interactions and will not bully, harass, threaten, intimidate or humiliate others through digital means. I understand that online behaviour has real-world consequences.
- I will respect the work and ideas of others by seeking permission before using or adapting someone else's work and by acknowledging sources appropriately.
- I understand that not all online information is accurate and that I am expected to think critically about what I read, watch or share.
- I will only use Artificial Intelligence (AI) tools where they are approved by the school and will do so ethically, transparently and in line with staff guidance. I always remain responsible for the originality and integrity of my work.

Images, video and digital content

- I will only create, record or share images, audio or video of myself, other students or staff where this is appropriate, respectful and authorised by the school. I understand that creating or sharing images or content that cause harm, embarrassment or distress is not acceptable.
- I understand that I must never create, keep or share any inappropriate image or video showing someone's private parts. This is not allowed, may be against the law and will be treated very seriously by the school.

Responsible online behaviour and system use

- I understand that the school's digital systems and devices are primarily for educational use and that I will only use them for personal or recreational purposes where permission has been given.
- I will not attempt to bypass filtering, monitoring or security systems, nor will I install unauthorised software or applications.
- I will report any damage, faults, loss of equipment or security concerns immediately.
- I will be careful when opening links, messages or attachments and will seek advice if I am unsure.
- I understand that cybersecurity risks can affect me, other students and the school, and I will act responsibly to reduce those risks.

Personal devices

- I understand that, in Years 6-10, learning is supported through the school-managed one-to-one device, and that personal laptops or tablets are not to be used for school learning.
- I understand that personal mobile phones are not permitted in school in Year 6.
- I understand that personal mobile phones must remain switched off and stored securely in the designated lockers throughout each school day, in the Senior School, unless specific permission is given by staff.

Consequences of misuse

- I understand that failure to follow this agreement may result in the school taking action in line with the Promotion of Good Behaviour Policy. Serious or repeated breaches may lead to restrictions on device use, withdrawal of privileges, parental involvement or safeguarding intervention.
- I understand that the school may also take action in relation to inappropriate online behaviour that occurs outside school where it affects the safety, wellbeing or reputation of members of the school community.

Commitment

I understand that responsible use of technology is part of my role as a student at Charterhouse Almaty. I will use digital technology thoughtfully, safely and responsibly, and I will seek support if I am unsure or concerned about anything online.