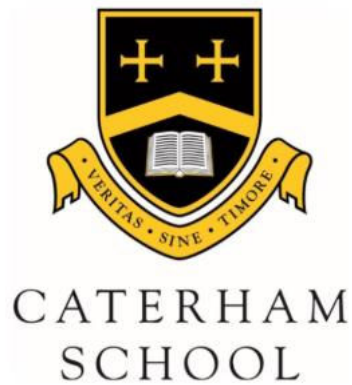


Acceptable Use Policy for Students Caterham Summer School



Policy Author:
Date Reviewed by Authors:
Next Review Date:

Summer School Manager
Spring Term 2026
Spring Term 2027

Acceptable Use Policy for Students

Policy Status: Safeguarding and Child Protection in Digital Environments

Applies to: All staff, volunteers, contractors, visitors and partners

Author: Summer School and Holiday Programmes Manager

Last reviewed: April 2026

Next review: April 2027

1. Introduction

This Acceptable Use Policy for Students (AUP) sets out the **expectations, rights and responsibilities** for all students attending Caterham Summer School when using digital technologies, online platforms and personal devices. It is derived from and follows the Caterham Summer School Online Safety Policy and reflects current UK safeguarding and online safety guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#) and [Teaching Online Safety in Schools – GOV.UK](#). Caterham Summer School is committed to providing a **safe, respectful and inclusive learning environment**, including online. This policy applies throughout the duration of the Summer School programme and covers:

- Use of school-provided technology
- Use of personal devices where permitted
- Online activity both on and off the school site while under Summer School supervision

All students are expected to read, understand and follow this policy.

2. Purpose of Technology at Summer School

Technology may be used to:

- Support learning, research and creative activities
- Communicate appropriately with staff and peers
- Access educational platforms and digital resources

Technology must **always** be used in a way that supports learning, wellbeing and safety.

3. Expectations for Student Use

Students agree to:

- Use technology **responsibly, respectfully and safely**
 - Follow staff instructions regarding device use and online behaviour
 - Respect the rights, privacy and feelings of others online
 - Keep personal information safe and private
 - Report anything online that makes them feel worried, unsafe or uncomfortable
 - Students are expected to behave responsibly online in line with guidance from the [UK Council for Internet Safety \(UKCIS\)](#)
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4. Acceptable Online Behaviour

Students **must**:

- Use kind, polite and respectful language online
- Communicate only through approved platforms and channels
- Use cameras, microphones and recording features only with permission
- Protect login details and not share passwords
- Follow the Caterham Summer School Student [Code of Conduct](#) and the Caterham Summer School [Behaviour Policy](#)

Students **must not**:

- Access, create or share inappropriate, offensive or harmful content
- Bully, harass or upset others online

- Share images, videos or information about others without consent
 - Engage in online behaviour that could cause harm or distress
 - Attempt to bypass school filtering or safety systems
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5. Personal Devices

Where personal devices are allowed:

- Use is limited to **designated times and locations**
- During the school day students under 16 should leave their mobile phones in their boarding bedroom
- Devices must be used appropriately and in line with staff guidance
- Staff may ask students to put devices away at any time
- Misuse may result in devices being temporarily or permanently withdrawn

Caterham Summer School does not accept responsibility for loss or damage to personal devices as outlined in the Caterham Summer School Boarding Student Handbook.

6. Social Media and Messaging

- Students should use social media responsibly and respectfully
 - Online behaviour must reflect Summer School values
 - Students must not:
 - Contact staff through personal social media accounts
 - Set up group chats that exclude, target or upset others
 - Post or share content that brings Summer School into disrepute
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7. Online Safety and Reporting Concerns

Students are encouraged to speak to a member of staff and refer to the Caterham Summer School [Safeguarding Policy](#) if they have concerns about online safety or wellbeing:

- Speak to a member of staff if something online worries them
- Tell staff if they feel pressured, bullied or unsafe online
- Support each other by reporting concerns rather than sharing harmful content

All concerns will be taken seriously and dealt with sensitively.

8. Consequences of Misuse

If the Caterham Summer School Acceptable Use for Students policy is not followed, actions may include:

- Discussion and guidance from staff
- Loss of technology privileges
- Contact with parents/guardians
- Further action in line with Caterham Summer School [Behaviour](#), Caterham Summer School [Online Safety](#) and Caterham Summer School [Safeguarding](#) Policies

9. Policy Review

This policy is reviewed annually and after any safeguarding incident or significant change in guidance. This policy reflects statutory guidance and Caterham School best practice.

It is due for review in April 2027

10. Student Agreement

By attending Caterham Summer School, students agree to:

- Follow this Acceptable Use Policy
- Use technology safely and respectfully
- Ask for help when unsure or concerned

Student Signature:

Student Name:

Date: