



MAIDSTONE
GRAMMAR SCHOOL
FOUNDED 1549

MGS Device & Acceptable Use Policy

July 2026

PART A – GUIDANCE FOR MGS ISSUED 1:1 DEVICES

Purpose

From April 2026, Department for Education Guidance for schools makes clear that students must not use or access phones or personal smart devices at any time during the school day (including lessons, breaks and lunchtimes). As a school, we have clear rules in place regarding MGS issued devices and personal laptops, tablets, mobile phones, smartwatches, headphones/earphones etc and these can be found in the School's Behaviour and Antibullying Policy.

However, we also believe that technology should be embedded throughout the school in a planned and carefully managed way and that we should utilise both existing and emerging technologies as a means of preparing our students for the digital age. Learning to use digital resources appropriately and effectively is an essential part of each student's education. The school recognises the benefits to education of offering students the opportunity to use MGS issued 1:1 devices in school and at home to support and enrich their learning.

It is the intention of this policy to facilitate and support the use of 1:1 devices and to set out guidelines for acceptable use. Before access to the school network will be granted, students and parents/carers must read and sign a copy of the '**1:1 Device User Agreement**' attached to end of this policy and return it to the school.

Guidelines for Acceptable Use of Personal Devices

- Students in Years 7 to 11 should not use any other mobile technologies to connect to the internet in school other than their MGS issued 1:1 device or a school computer.
- The use of a 1:1 device to access the internet at the school is exclusively for educational use as directed by a member of staff. Students must use their MGS issued 1:1 issued devices as laid out in this Acceptable Use Policy AND also following the rules in the school's Behaviour and Antibullying Policy.
- Students are only allowed to connect their MGS issued 1:1 device to the designated wireless network once they have been authorised to do so by the network team.
- During the school day, MGS issued 1:1 devices should be stored in student's own school bag if it is not required during a lesson. Students are responsible for providing a padlock for their school locker and ensuring this is always used when storing a 1:1 device during PE and Games lessons, at break time, lunchtime, and during assemblies.
- Students must take their MGS issued 1:1 devices home at the end of the school day, at weekends and during school holidays.
- Use of MGS issued 1:1 devices in the classroom is only allowed under the direction and supervision of a member of staff. Students may only use their MGS issued 1:1 devices as directed by a member of staff in lessons only. Students are not permitted to use their MGS issued 1:1 devices at any other time on the school site after 8am. The only exception is if they wish to use their MGS issued 1:1 device after lessons end in the library for school related work.
- The use of MGS issued 1:1 devices must not be a distraction to staff or students in any way.

Students must not create or distribute pictures, videos, or any other material related to any individual at MGS unless it is part of a regulated school activity. This includes sharing content via email, Teams, or any other method of data sharing. Students are not permitted to use the cameras on their devices to take still or video images of any sort unless specifically directed by staff. Device cameras should be switched off at all times.

- Students must check their MGS issued 1:1 devices daily to ensure they are free from non-educational and/or inappropriate material. Any concerns should be reported to the network team immediately.
- MGS issued 1:1 devices must be free from stickers, artwork, and other modifications including screen or privacy filters.
- No chargers for MGS issued 1:1 devices are permitted in school. MGS issued 1:1 devices must be brought into school fully charged beforehand and under no circumstances may chargers be plugged in at school.
- Access to the internet whilst connected to the school network on MGS issued 1:1 devices will be subject to student level filtering rules to ensure access to inappropriate material is blocked.
- Students must always use their own MGS issued 1:1 device and should not use their account to login to and/or connect to the school Wi-Fi on a MGS issued 1:1 device that is owned by another student.
- In the event of an issue with an MGS issued 1:1 device, students must liaise immediately with the school Network Manager to arrange a loan of a school owned 1:1 device.
- Students must ensure that all communications made using their MGS issued 1:1 device (including via email, Teams etc) with other students, staff or any other individual or group etc are always appropriate, respectful and clearly related to MGS directed educational activities. Communications such as messaging, particularly with staff, should be avoided at antisocial times outside normal working hours, weekends and holidays.
- MGS issued 1:1 devices run Senso safeguarding software, which uses age- and ability-appropriate filtering and monitoring to limit exposure to online risks. Activity can be traced to individual users. Students are reminded to behave responsibly and act in accordance with all school policies at all times when using any 1:1 devices in school. The monitoring software can be used to identify any students using their MGS issued 1:1 device during lesson time for activities not authorised by a member of staff.

Consequences for Misuse/Disruption

The following sanctions may apply if the school's MGS issued 1:1 Device Acceptable Use Policy is contravened:

- The MGS issued 1:1 device may be confiscated in line with the school behaviour policy and sanctions applied.
- The privilege of being able to use a MGS issued 1:1 device in school may be removed and access to the wireless network revoked.
- Access to other IT services within school may be limited or withdrawn.
- A detention may be issued to any student who is unable to access any educational activity during

a school lesson due to their MGS issued 1:1 device being unavailable. This includes forgetting to bring the MGS issued 1:1 device to a lesson and the MGS issued 1:1 device not being sufficiently charged.

- Sanctions will be issued for inappropriate conduct / unacceptable behaviour on the MGS issued 1:1 device.

Liability Statement

Students bring their MGS issued 1:1 devices into school at their own risk. This is also the case for all personal phones and smart devices students may choose to bring in to school. Students are responsible for the safety and security of ALL of their MGS issued 1:1 and personal devices and are expected to act responsibly.



MGS Issued 1:1 Device User Agreement

Student Declaration.

I agree to the terms and conditions as stated in the MGS issued 1:1 Device Acceptable Use Policy.

By signing this agreement, I understand:

- The rules and regulations of the MGS issued 1:1 Device Acceptable Use Policy and the consequences of misuse.
- The use of an MGS issued 1:1 device in school is a privilege, not a right, and is to be used exclusively for my educational benefit.
- I am responsible for the care, safety, and security of my MGS issued 1:1 device (as well as any other personal devices I may wish to bring to school) while in school.

Print Name:

Form Group:

Signed:

Date:

Parent/Guardian Approval

I understand that Maidstone Grammar School accepts no liability for any loss or damage to a MGS issued 1:1 device (or any other personal device my child may bring into school) while at school, during school-sponsored activities, or in transit.

By signing this agreement, I confirm that I have read and understood the MGS issued 1:1 Device Acceptable Use Policy and the disclaimer within it, and agree to the terms and conditions.

Print Name: (Mother/Father/Guardian/Carer)

Signed:

Date:

Please return this form to the Network Office once completed.

PART B – ACCEPTABLE USE POLICY FOR SCHOOL OWNED COMPUTERS AND DEVICES

Maidstone Grammar School - Acceptable Use Policy

At Maidstone Grammar School, we want to ensure that all members of our community are safe and responsible users of technology.

We will support pupils to...

- Become empowered and responsible digital creators and users.
- Use our school resources and technology safely, carefully and responsibly.
- Be kind online and help us to create a school community that is respectful and caring, on and offline.
- Be safe and be sensible online and always know that you can talk to a trusted adult if you need help.

These Rules help to protect pupils and the school by describing acceptable computer use.

The school will exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Users of the ICT Systems at Maidstone Grammar School should be aware of and abide by the following:

- I know that school computers and Internet access have been provided to help me with my learning and that use of other technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff.
- I know that my use of school computers/devices and Internet access will be monitored.
- I will keep my password safe and private as my privacy, school work and safety must be protected.
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- I know that bullying in any form (online and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not deliberately upload, distribute or send any images, video, sounds, text or email that could upset, threaten the safety of or offend any member of the school community.

- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save, print or send indecent images of anyone under the age of 18.
- I will protect my personal information online at all times.
- I will not access or change other people's files, accounts or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I understand that if I bring a personal mobile device into school it must be switched off and out of sight at all times during the school day. If I fail to comply with this expectation then staff may confiscate my device and require a parent to collect it.
- I understand that pupils are not permitted to bring personal laptops for use in school.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I will always check that any information I use online is reliable and accurate.
- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences.
- I will not attempt to change the settings on any computer, screen, projector or IT system in school.
- I know that use of the school's ICT system for personal financial gain, gambling, political purposes or advertising is not allowed.
- I understand that the school's Internet filter is there to protect me and I will not try to bypass it.
- I know that if the school suspects that I am behaving inappropriately with technology then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that if I do not follow this AUP then access to the school's systems may be suspended or revoked and/or other school sanctions applied.
- If I am aware of anyone trying to misuse technology then I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another pupil which makes me feel worried, scared or uncomfortable.
- I will visit www.thinkuknow.co.uk, www.childnet.com and www.childline.org.uk to find out more about keeping safe online.
- I have read and talked about these rules with my parents/carers.

Students must click the 'Accept' button on the log in page on of any school owned device / computer to confirm their full understanding and intent to comply with the Acceptable Use Policy.

PART C – SIXTH FORM USE OF LAPTOPS / DEVICES

Unless a specific need has been identified and approved by the School, use of personal devices (i.e. iPads) / laptops is a privilege and they must only be used at the teacher's discretion in lessons. All formal in class assessments (as determined by the teacher) will be completed on paper, unless students are explicitly advised otherwise; for example, a specific piece of software must be used as part of the assessment.

Devices should be closed (or the screen facing the teacher) when the teacher is addressing the class, unless students are told directly that they may use them to make notes, for example.

In-class comprehension questions and tasks will mostly be completed on paper / in books unless there is a reason that a laptop / device must be used, and the teacher is confident that AI will not be used inappropriately, or in way that will undermine student cognition and learning. However, permission must be sought from the teacher before use.

For the purposes of monitoring, students must only use applications and / or websites that are appropriate for learning in that lesson.

All classwork and homework should be stored on the School's shared drive / student's class OneNote and not on student's personal device, so that quality assurance of work can be carried out by teachers.

If students are using a device / laptop, they **MUST** be signed on to the School's Wi-Fi and should not hotspot from their own mobile phone.

NB: ALL Phones, smartwatches, headphones/earphones etc must be switched off and out of sight in lessons at all times (unless a medical pass or SEN pass is agreed and provided by the school).

PART D – DAY TO DAY PROCEDURES & SANCTIONS FOR MGS ISSUED 1-1 DEVICES









