DENSTONE COLLEGE

Policy Last Reviewed: March 2026 by CSF/KH
Next Review completed by: Aug 27 CSF/KH

College Regulations 2026-2027

These regulations apply to all College pupils, including adult pupils

Introduction:

These are designed to encourage self-discipline and consideration for others, and are based on common sense, good practice and the ideals of good citizenship. Behaviour that shows a lack of consideration and respect for others, their feelings and property, or a disregard for the law of the land or the reputation of the College is considered a breach of College rules.

Your Tutor can advise you on any aspect of College regulations.

Certain activities are forbidden at the College. These include:

- Smoking, including possession of any nicotine products not prescribed by a doctor
- Vaping
- Using drugs including psychoactive substances (previously referred to as 'legal highs') and solvents
- Gambling, including online gambling
- Drinking alcohol, with the exception of occasions explicitly permitted by the school.
- Consuming energy drinks or caffeine tablets
- Chewing gum
- Procession of offensive or dangerous items such as fireworks, explosives, laser pointers or weapons of any description
- The sale of goods or property by pupils unless approved by a member of SMT in advance
- Bringing the school into disrepute or danger through poor behaviour at any time or via any media including the internet and social networking sites or by breaking the school's Acceptable Use Policy
- Tampering with electrical or mechanical appliances, including fire alarms, fire extinguishers etc.
- Truancy from school

Smoking inside College buildings is considered an extreme breach of College regulations. Vaping and being in possession of vaping paraphilia is also considered an extreme breach of College regulations. Being with anyone breaking these rules is also a serious breach of College discipline. The possession and/or supply of materials associated with these forbidden activities are extreme breaches of College regulations. Pupils may be searched in accordance with the Searching Pupils Policy.

All pupils are expected to be polite and well-mannered with each other, with teaching staff, operations staff and visitors. If you need to miss lessons, Chapel, Games or activities for any reason, you must obtain the permission of the member of staff concerned at least a day in advance.

Manners

Good manners are important in helping maintain an atmosphere of confidence, happiness and achievement.
Pupils are expected to :
Treat others as you would expect to be treated.
Offer help when needed.
Respect the views and beliefs of others even if you disagree.
Respect the privacy of others.
Remember good manners at meal times.
Be punctual.

Hold a door open for someone if it helps them.
Acknowledge others with 'Good Morning', 'Please' and 'Thank you'.
Queue in order.
Don't use bad language.
Listen to others when they are talking, don't interrupt.
Respect those in authority.
If you are in the wrong, admit it and apologise.
Respect the times when silence is asked for.
Being kind and polite on-line.

Representing the College
College regulations apply when pupils are off-site, for example on trips or matches, when pupils are part of any College-organised group including on College transport and at any time when in College uniform or sports kit. All pupils must attend games or MLO supervision. There are no other categories, unless permission has been obtained to be absent.

MLO (off games)
In order to be placed on the MLO register either parents must contact the Health and Wellbeing Centre or alternatively the pupil may visit the Health and Wellbeing Centre to be assessed. In this instance the Medical staff have the final say in who is added to the MLO register. Pupils are not to self-diagnose.

Pupils' Computers, Tablets and Other Devices
These are allowed in College with the understanding that pupils have sole responsibility for their care and security. They may be used during lessons with the permission of the subject teacher concerned. As with other expensive items it is recommended that parents insure these computers and make maintenance arrangements. Pupil's computers may be connected to the College network. The internet must be used responsibly; this includes social networking and similar sites, in line with the College's Pupils Acceptable Use Policy. The posting of material on such sites which is offensive to other pupils or staff, or which damages the reputation of the College will be considered a serious breach of regulations. Pupils are expected to use technology in a responsible way, and all pupils and parents sign a Pupil Acceptable Use Agreement. All valuables are brought in at pupils' own risk.

Mobile Phones and Personal Communication Devices
Denstone College operates a mobile phone-free school day for designated year groups through the use of Yondr pouches. The purpose of this policy is to support learning, wellbeing, positive social interaction and a distraction-free environment.

Pupils who bring a mobile phone, smartwatch or other communication-enabled device to school must comply with the College's mobile phone procedures. For the 1st-5th form, devices must be switched off and secured in a College-approved Yondr pouch at the start of the school day and remain secured until the end of the school day, unless otherwise authorised by a member of staff. The Sixth Form may only use their devices in designated spaces.

For the 1st-5th Form, mobile phones, smartwatches and other personal communication devices must not be used, accessed or visible during the school day except where expressly permitted by the College. Pupils may not use devices to make calls, send messages, access the internet, take photographs, make recordings or use social media during restricted periods.

Pupils remain responsible for the security and care of any device brought onto the school site. The College accepts no liability for loss, theft or damage to personal devices.

Any attempt to circumvent, tamper with or damage the Yondr system, including the use or possession of devices designed to unlock pouches, will be treated as a serious disciplinary matter.

Any mobile phone or communication device used, accessed or found outside the permitted arrangements may be confiscated. Devices will be retained and returned in accordance with College procedures. Sanctions may be applied in line with the College Behaviour Policy.

Pupils must not take, store, transmit or distribute images, video or audio recordings of staff, pupils or visitors without their knowledge and consent. The misuse of electronic devices, including online bullying, harassment, inappropriate communication or the sharing of images, will be treated as a serious disciplinary offence and may also be referred to external agencies where appropriate.

Additional arrangements apply during examinations and assessments. Pupils must comply with all instructions issued by invigilators and examination staff regarding the possession and storage of electronic devices.

Academic Honesty
You must always submit your own work. Plagiarism is a form of cheating and is not acceptable under any circumstances. Where academic sources have been used, appropriate referencing must be included in your work. The College will carry out plagiarism checks on coursework. Please be aware that exam boards take a zero-tolerance view with regards to any form of plagiarism or cheating. Breaking academic honesty rules in a public exam often results in disqualification from one or more qualifications.

Bounds and Times
Permission is needed to leave the College outside of the regular school day. Pupils leaving the College site having been granted permission to do so must sign out. During the school day pupils must sign out at the Lodge. At other times, boarders must sign out in their boarding signing out books. Boarders are not to leave their accommodation before 7.30am or after the published 'In house' times without express permission from duty staff, or in the event of an emergency. All boarders are required to sign in and out, giving their location; failing to do so is likely to result in a sanction.

The following areas are out of bounds at all times to pupils: Operations Corridor; Trademen's Entrance; the grounds sheds and yard, boiler houses, clock tower, roofs, dangerous areas such as the Old Swimming Pool and pond; any area closed off for maintenance/building work; the staff and visitors' toilets in The Lodge.

Other areas are out of bounds without supervision such as the Swimming Pool, staff accommodation, shooting range, CV gym and Performance Centre, Science laboratories, Art Classrooms, DT Classrooms/Workshop, School Room. Pupils are also not allowed into the Cloisters without permission during boarding hours. Only Sixth form pupils are allowed in Cloisters and the associated corridor. Pupils are only allowed into the College Laundry to collect and drop off their laundry when it is staffed by a member of the Domestic Services team. Boarding Houses and classroom blocks are accessed by keypad. Pupils are briefed formally, usually at the start of academic courses and years, about safety measures in classrooms as appropriate (e.g. Science, Art, DT).
Girls are not permitted in the boys' bathrooms and bedsits in North House, nor are they permitted in South House. Boys are not permitted in Moss Moor. They are made aware that to enter such an area deliberately is regarded as a serious disciplinary offence that will be dealt with in an appropriate manner.

School Shop and Café hours term time

Monday 10.00 – 15.00
Tuesday 10.00 – 17.00
Weds 10.00 -17.00
Thursday 10.00 – 17.00
Friday 10.00 – 15.00
Sat 10.00 – 15.00
Closed Exeats and Bank Holidays

Conduct in the Library
Do not bring food or drink into the Library.
Turn mobile devices off or onto 'silent', and do not make or take calls in the Library.
Please help to maintain a quiet and productive academic environment.

Conduct in the Music School
The Music School has a 'coded entry' door and pupils are actively encouraged to practise in practice rooms between 8:00am and 6:00pm and boarders during the evening too.
There is a maximum number of two pupils per room, unless by prior arrangement with the Director of Music.
Do not bring food or drink into the Music School.
The Recording Studio & Ensemble Rooms can be booked by students using the booking sheets outside the room.
All electrical equipment must be turned off after use.
All windows must be shut & blinds rolled up before leaving a practice room.

Boarding Study Areas and Bedsits
Pupils should behave in a way that does not disturb others.
During study periods or prep, pupils should not leave their study area.

It should not be necessary for any pupil to lock themselves in a study or bedsit at any time.
Pupils will be expected to keep their studies or bedsits in good order. Any damage must be reported immediately. Rooms must be cleared and left clean and tidy before the end of each term or at other times as required. Keys must be returned to their Head of Boarding House. A charge may be made if these procedures are not followed.
Electrical equipment that uses the mains supply must be PAT tested before it may be used at the College. Cookers and other similar equipment that pose a fire risk are not allowed in studies or bedsits. Other equipment may be used at the Head of Boarding Houses' discretion.
Boys are not allowed into the girls' boarding accommodation and girls are not allowed in boys' bedsits. This means no boys in Moss Moor, Endways or Green wing and no girls on the top floors of the Boys Boarding houses (with the exception of the Senior School Club).

Possessions
Pupils should make the effort to look after their own possessions and respect the possessions of others. Pupils should not need to bring valuables into school. However, pupils can be provided with a lockable space. Pupils should provide their own padlocks. Pupils should also have a padlock for their bag to help distinguish their bag from similar bags.

College Property
Pupils are expected to respect the College property and facilities, should they be responsible for any accidental damage they will be charged £100 or less if the cost to repair is less, however should the damage be intentional they should expect to be charged the full amount for the repairs.

Rewards
Your own personal achievement, confidence and happiness are the main rewards you should aim for, as well as helping others to do the same.
In addition, you will receive merits and distinctions for outstanding work or effort in class. A conduct merit is available for pupils who go above and beyond and are particularly helpful at any time. These are recorded on the school database as are House and Boarding comments when pupils make valuable contributions to their House or Boarding House.

Each half term your Head of House will give commendations to a minimum of one pupil per year group who has done particularly well. The Head will then choose from these and award his own commendations in a full College assembly for both Attitude to learning and Attainment. In addition to this the top ten performing pupils for attitude to learning will receive a certificate, these are presented in House meetings.
There are many posts of responsibility within subjects, activities, Houses, Boarding Houses as well as in the whole College. Your appointment to any of these posts whether as team captain, Chapel sacristan, Cadet Force NCO, College Prefect or other position is a reward in itself which also carries the responsibility to set a good example to other pupils. Grades are given regularly for achievement and effort in all subjects. These are also sent to your parents.
Various College prizes are given each year and awarded on Speech Day.

Transport
When travelling on College transport pupils must wear seat belts and remain seated during the journey. Pupils must not distract the driver. Failure to follow these rules may result in permission to travel on College transport being withdrawn.
Upper Sixth Form pupils who have passed their driving test may apply to the Head for permission to drive and park on the College campus. Failure to follow the procedures outlined may result in removal of this permission. Safe and responsible use of cars is essential. Taxis may be ordered only with the permission of their Head of Boarding Houses for boarders. Parents should arrange taxis for day pupils.

Sanctions
While the vast majority of pupils uphold the high standards expected at Denstone College, there are times when behaviour does not meet expectations. In such cases, staff use a structured and age-appropriate approach, balancing accountability with support for personal development.
Sanctions are usually preceded by an educational conversation called an Expectations Reminder. If behaviour continues, pupils may receive a Reflection, which prompts a short written activity during lunchtime to support reflection and improvement. These are logged and communicated to Tutors, Heads of House, and Parents via iSAMS.
More serious or repeated misbehaviour may lead to a Lunchtime Detention. Accumulation of multiple sanctions can lead to an SMT Detention, or if patterns continue, an Internal Suspension for a day, supervised by the Senior Management Team.
External Suspensions are used in response to significant breaches of conducts and are determined by SMT with oversight from the Head and the wider Senior Management Team. A reintegration process and support plan always follow.
For the most serious cases, a Meeting with the Head may occur. This could result in a Permanent Exclusion, though every case is considered individually, with full investigation and communication with families throughout.

At all stages, sanctions are accompanied by personal development work, restorative approaches, and where necessary, referrals for additional support. Denstone College is committed to maintaining a safe and respectful environment where all pupils are supported to learn from their mistakes and grow.

Boarding behaviour and sanctions

Generally speaking, school expectations and rules apply in boarding houses and in boarding times. There will, of course, be some adaptation to suit the context of boarding and to reflect our boarding principles, and there will be further rules and expectations which are particular to boarding and individual boarding houses.

Both positive and negative behavioural and academic issues which arise during the school day may be followed up by the boarding team (in the way they might be for a day pupil at home), and positive and negatives in boarding may be followed up by the pastoral team in the College.

Incidents involving poor behaviour in boarding houses will be dealt with in boarding houses initially. They are monitored by school pastoral teams and may be escalated so that sanctions are issued or reinforced at this higher level. In-house boarding sanctions include the following:

1. In the case of prep boarders, sending an individual to take some time out to calm down and for reflection.
2. Not allowing a boarder to attend an evening activity or bar event.
3. Extra duties within the boarding house.
4. Gating.
5. If it is deemed that a boarder poses a safety threat to themselves or others they are likely to be sent home the same evening.

Heads of boarding houses are the decision-makers in the case of in-house sanctions at the more serious level (5 and above).

Boarding Positives and Negatives are used to record incidents and, in the case of Negatives, any in-house sanction issued will be noted. These Positives and Negatives are viewed by pastoral staff in the College; this enables key staff to keep an overview and decide when further action needs to be taken, then following the wider-school procedures.

Pupil Complaints (Including Boarders' Complaints) Procedure

If you wish to make a complaint about any aspect of College life, it may be possible to deal with a complaint informally through discussion with your tutor or Head of House/Boarding.

If you would like to make a formal complaint it must be in writing to the Deputy Head (Co-Curricular, Operations & Partnership), or in the event that the complaint is regarding the Deputy Head (Co-Curricular, Operations & Partnership), to the Head. It will be acknowledged also in writing within 48 hours.

The Deputy Head (Co-Curricular, Operations & Partnership) / Head will begin the process of investigating the complaint. Then you will be asked to talk the matter through with the Head and/or the Deputy Head (Co-Curricular, Operations & Partnership). You may bring a friend to this meeting. You will then be involved in the decision about any action to be taken.

Parents' Complaints Procedure

If your parents wish to make a complaint, they can use the Parents' Complaints Procedure which is available on the College website or by request from the Head's office.

Dress and Appearance

You are expected be correctly and appropriately dressed at all times, whether in school uniform, correct sports kit or informal dress. Combinations of school uniform and informal clothing are not allowed. School uniform is worn throughout the working day until the time of day pupils' departure.

A full list of school uniform is sent to your parents with the joining instructions, and all uniform for First to fifth from should be bought from School blazer.

All pupils must wear jackets except when summer dress is allowed.

Girls

Girls must wear burgundy plaid culottes or trousers, a white revere collar blouse, grey v-neck jumper with burgundy trim and a grey tweed blazer with burgundy detail.

Girls must wear a house pin badge on their left lapel.

Girls must wear either navy blue tights or navy ankle or knee high socks with black shoes (if in culottes) or grey socks with black shoes (if in trousers), shoes which are suitable for walking around campus.

Boys

Boys must wear burgundy plaid trousers or burgundy plaid shorts, a white collared shirt, a house tie, grey v-neck jumper with burgundy trim and a grey tweed blazer with burgundy detail. Boys will wear grey ankle or knee high socks and black shoes.

Sixth Form pupils must wear a tailored suit as school uniform. These should be black, mid-dark grey or mid-dark blue. They may have discreet stripes or checks. They must also wear a shirt (or blouse with collar and sleeves for girls) in quiet, light colours or stripes but not highly patterned as their uniform. Girls must wear a house pin badge on their left lapel and boys will wear a house tie.
Girls must wear either a tailored dress suit, trouser suit or a skirt suit, skirts must be a maximum of 2 inches above the knee, no skirts of a stretchy material are permitted. Shoes should be black or brown and with a heel suitable for school, with grey or black socks for boys and black, navy or natural tights for girls.
Sixth Formers are also permitted to wear a standard unbranded V-neck, or round neck jumper. These jumpers must not be patterned and should be in quiet colours.

Jewellery must be plain and not stand out. Pupils may wear a fine chain around the neck, a ring, and a plain stud in each ear lobe.
Make-up must be discreet and only clear nail varnish is allowed, no acrylic nails or gel nail polish are permitted.
Hair must be clean, neat and tidy and of a natural colour.
All pupils 1-5th form must be clear shaven, with the exception of religious grounds. Sixth form pupils may have facial hair which is neat and tidy. Sports kit should not be worn in the dining hall except with permission.
Headgear may only be worn as part of correct sports uniform and not indoors, with the exception of headgear worn on grounds of disability, religion/belief or race.
School Coats (but not hoodies, tracksuits, any sports wear etc) can be worn around school but must not be worn in the dinning hall
Informal dress should be clean, tidy and suitable for school.
Check with your Head of House/Boarding House/School if you are unsure about your dress and appearance. They will give you advice, SMT will make the final decision.

Health and Wellbeing Centre
The Health and Wellbeing Centre is open at the following times:

Mon-Fri:	8.00am-6.00pm (8.00am -5.00pm on a Wednesday) On call from home after 6pm
Clinic times :	08:00 - 09:00
	11:00 - 11:30
	12:50 - 13:50
	16:10 - 18:00
Sat:	9.00am- 5.00pm On call from home after 5pm
	12:50 - 17:00
Clinic times :	09:00 - 09:30
	11:30 - 12:00

Sunday: On call from home

Pupils will be seen outside these times in an emergency.

The Medical Nurse will organise appointments with the College Doctor as required. Pupils wishing to see a female doctor may do so by visiting the Health and Wellbeing Centre and booking an appointment.
Pupils needing to visit the Health and Wellbeing Centre during lesson times need permission from their subject teacher. Pupils feeling unwell should report to the Health and Wellbeing Centre for assessment, pupils must not self-diagnose. Unwell pupils must not take themselves off to their own accommodation or leave school premises without explicit permission from a member of the Medical Staff. Pupils must not bring over the counter medication into school. Any prescribed medication must be brought to the Health and Wellbeing centre, and a discussion with the nurse regarding safe storage and administration.

Swimming
Pupils are not allowed in the swimming pool or the swimming pool building at any time unless supervised by a suitably qualified member of staff.

Fire Regulations
These are posted in Houses and Boarding Houses and should be memorised. If the alarm sounds you should:

- Leave the building by the nearest practical exit. Walk quietly to your assembly point. Do not run. Do not lock rooms.
- You will be told when to stand down.

It is a criminal offence to tamper with fire appliances.

Take all sensible precautions to avoid the danger of fire:
- No naked flames or private heaters.
- No drapes from ceilings.
- Central lights must be white and not obscured.
- Sockets must not be overloaded and appliances must be switched off when you leave a room.

Relationships
Personal relationships are one particularly significant area in which values are important. While it is natural and right for relationships to develop, College is essentially a place for a wide range of friendship, activity and intellectual discovery. In relationships do please remember to think of the other person. One useful guideline for what you can and cannot do is defined by the phrase 'causing embarrassment to others'. It is therefore inappropriate for students of any age to engage in sexual petting or kissing around College, in common rooms, or at School social events. You should also remember, at all times, to respect the feelings of others.
If a member of staff comes across a couple who are to some extent undressed and clearly engaging in a sexual act other than sexual intercourse, individuals are likely to be suspended. It is very likely that anyone who engages in sexual intercourse at School will be permanently excluded. For legal reasons, the relative ages of those involved in such activity could seriously exacerbate the consequences, as it could for any misconduct of a sexual nature.

If you need help
College staff are experienced in dealing with a wide range of problems. You may feel that something is difficult to deal with and you may not be able to see how to get through it. There will probably be staff who have dealt with a similar problem before who know how to sort things out without making them worse.
Discuss things with someone; whether it is your parents or guardians, a friend, the Chaplain, the Medical Centre Nurse or School Doctor. Your Head of House, Head of Boarding House, Head of School will be able to help, or your Tutor, , Deputy Head Wellbeing, or Deputy Head Pastoral or any member of Senior Management.Alternatively you might wish to talk to Mahwish Qamar, our School Counsellor. To make an appointment email **MQamar@denstonecollege.net**

Safeguarding Team : Designated Safeguarding Leads:
Nurse Milie Bailey Mrs Hood
Deputy Designated Safeguarding Leads:
Nurse Megan Barr Nurse Emma Stilgoe Mr Farman Mrs Chadfield
Mrs Philips Mr Smith Miss Hoey
Designated Teacher for Looked after Children
Mr J Tomlinson
Email Contact for the safeguarding team: safeguarding@denstonecollege.net
Safeguarding Governor
Dr Qamar Siddiqi

The Student Voice Platform platform to share information about how safe you feel within school grounds and in the local area through interactive maps and the ability to anonymously report concerns that will be actioned and responded to appropriately as well as making student council suggestions via denstone.thestudentvoice.co.uk or use the QR code.

Pupils can also share their concerns remotely via: the college's anti-bullying email address – shareit@denstonecollege.net or by using the Student Voice platform

To talk to someone outside College you can contact the following people:

Independent Student Helpline: Mr Stuart Corrie 07796 143181or via contact at stuart.corrie@kwc.im

C**hildline:** 0800 1111

Officer of the Children's Commissioner : Freephone 0800 528 0731 or contact via www.childrenscommissioner.gov.uk

Local Authority Designated Officer (LADO) Pupils' Welfare Issues: 08001313126

NSPCC helpline to provide both children and adults who are victims of sexual abuse in schools support and advice including how to report incidents to the police. Tel: 0800 136 663

Young Minds Crisis Messenger text service provides free, 24/7 crisis support across the UK. If you are experiencing a mental health crisis and need support, you can text YM to 85258.

Places where you can report problems:
Inappropriate contact from adults:
https://www.ceop.police.uk/ceop-reporting/
Report to social media or other online services:
www.childnet.com/resources/how-to-make-a-report
Remove intimate images online - But there is a way that you can get your image or video removed from the internet. Create a secure account. Upload the image or video. IWF works to remove it from the internet
https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/report-remove/

Useful websites
Apps and organisations that can provide advice, support and information on various issues.

Bullying Alliance – www.anti-bullyingalliance.org.uk
Kidscape – www.kidscape.org.uk
Childnet – www.childnet.com
Childline – www.childline.org.uk
NSPCC- www.nspcc.org.uk
Drugs- www. talktofrank.com
Gamblers- www.gamblersanonymous.org.uk
Stonewall – www.stonewall.org.uk
Mencap – www.mencap.org.uk
CEOP (Child Exploitation and Online Protection – www.thinkuknow.co.uk
Young Minds- www.youngminds.org.uk
Suicide prevention- www.papyrus-uk.org
Depression- www.depressionuk.org
Bereavement – www.childbereavmentuk.org
Anxiety- www.anxietyuk.org

Computing and ICT

Username: _____ E-mail Address: _____@denstonecollege.net

External Access to Systems: School Mail: https://outlook.office.com/ Files access: https://denstonecollegenet-my.sharepoint.com/ IT Support: support@denstonecollege.net
Or visit the Pupil Portal via the School Website www.denstonecollege.org click on the pupil page.
Internal Access to Systems: Printing (internal only) : http://Print:9163/setup
IT Support: Key support information can be found in the following Teams location: Whole-College\IT Support

Adding Devices to the School Network: Go to settings and select 'Denstone-Personal' WIFI enter the following details: SSID: Denstone-Personal Security key: WiFi@Denstone (case sensitive), once connected click on 'connect'. If this is the first time you have joined the wireless you will need to click the link at the bottom to install the school certificate, follow the instructions, and then press back on your browser and login using your school username and password.

Responsible Use Agreement - You are expected to use ICT responsibly and in accordance with the agreement you signed when joining Denstone College as a pupil. This states:

Technology is an important part of Denstone College life and beyond. Using ICT in a responsible way, to ensure that there is no risk to your safety or to the safety and security of the ICT systems or to other users is important. This acceptable use agreement explains your responsibilities and sets out the principles we expect you to adhere to when using ICT at Denstone College and outside of Denstone College premises.

Safety and Security

- I will use only my own login and password, which I will keep secret.
- I know that the College may check my computer files and may monitor the Internet sites I visit.
- I understand certain members of staff are authorised to look at the content of my electronic device should they suspect an offence has been committed. They do not need my or my parents'/guardian's consent to carry out such a search.
- When using technology, I will not give my personal email, home address or phone number, or arrange to meet someone that I do not know.
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and always take an adult with me.
- If I see anything I am unhappy with or receive messages I do not like, I will report it immediately.
- When using mobile data on personal devices to connect to the internet during school time, I will act responsibly and in an appropriate manner in accordance with the rules set out in this agreement.
- I will only use apps at school which are age appropriate, this means that I can use 13+ apps when I am in the 3rd form and 16+ when in the Sixth form. This applies even though I may be 13 prior to the start of 3rd form or 16 prior to the start of the Sixth form to ensure parity with my peers whose birthday may fall at the end of the year. I understand that this applies when using school Wi-Fi or when using mobile data.

Use of the College Systems and Facilities

- I will treat all IT rooms and IT equipment with respect and not tamper, change or modify settings to IT equipment.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use internet forums except if it is a discussion room that has been set up by my teacher.
- I will not create or join any Denstone College related social network site/s that is not endorsed by the school. If I plan to set up a social network site that involves Denstone College or its pupils, I will seek permission first from the Head.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will not install or attempt to install software of any type on any school device or try to alter computer settings.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

My Behaviour Online

- The messages I send will be respectful, polite and sensible.
- I will not take or distribute photos or videos of members of staff.
- I will not take or distribute photos or videos of pupils without getting their permission first.
- I will only use my mobile phone and other personal devices e.g. smart watches during free time and when I have permission to do so from a member of staff. I will ensure my phone/personal device is turned off during lessons, activities, assemblies, prep etc.
- I understand that if I copy content from the internet or another source and claim the work to be my own this is plagiarism.
- When downloading content from the internet I will ensure this is permitted and not in breach of copyright.
- Any content or work I display on the Internet will be work that I know I would be happy for my family and friends to see.
- Students must ensure that work submitted both internally and externally (exam boards) is their own. Any part of their work generated through Artificial Intelligence (AI), must be identified by the student and the student should be aware that any AI generated content will not contribute towards any grade given. Students who submit AI generated content as their own, will have committed malpractice, which may result in severe sanctions.
- The College will not tolerate any irresponsible use of Artificial intelligence (e.g. deep fakes, bullying), and will treat such behaviour in line with the College behaviour policy.

- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers at the College. I understand that the College has the right to take action against me if I am involved in incidents or inappropriate behaviour covered in this agreement, when I am out of school and when they involve cyber bullying or the sharing of inappropriate images.

The College may exercise its right by electronic means to monitor the use of the College's computer systems, including the monitoring of websites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the College's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Email

All pupils are given access to a Denstone College email account. Staff may use pupil email addresses for numerous reasons: distribution of prep, providing updates and reminders regarding lessons, communicating House, Boarding, School and Department news, and keeping in contact with pupils during off site study leave or holidays. This provides many communication opportunities and is applicable to pupils of all years.
Pupils can access their Denstone email from any computer in the school and from personal devices linked to the network. Pupils can access emails from Denstone College computers using the desktop shortcut, alternatively if off site or have their personal devices on the college network, emails can be accessed remotely using https://outlook.office.com/
Pupils will be permitted to synchronise their school emails with a personal device. This will facilitate monitoring of emails during the day.

Pupil Responsibilities

- I am expected to check and monitor my school email account once a day (where feasible) during term time and regularly during school holidays.
- I will only use my school email when communicating with members of staff.
- I will be courteous and use correct titles when using school email.
- I will not include any personal information from e-mail addresses such as personal mobile numbers and other email addresses.
- I will not use email in any way that could be harmful or distressing to others. All messages should be polite and responsible. I will report any unpleasant messages sent to me to a member of staff. All email messages are filtered and any inappropriate content is automatically forwarded to the school's IT department. Use of inappropriate language in emails is not acceptable.
- If I receive an email containing an attachment that I am unsure about I must not open it; I will contact IT support to confirm it is safe and does not contain a virus.

I will not:

- Send, access or display offensive messages or images
- Bring in or download any material which contains harmful or inappropriate content.
- Join any mailing lists, chat pages, blogging sites without staff permission
- Respond to any email chain letters
- Share passwords
- Use other pupils' accounts to send email messages
- Create, transmit or forward material that is designed to or would conflict with College business, or undermine the College in any way
- Send large emails e.g. emails with large attachments
- Register with any organisation or website using the school email account unless instructed to do so by my teacher
- Use distribution lists created by the College without prior agreement from a member of staff
- Send personal emails during lesson time without permission from a member of staff

Denstone College promotes the use of email to pupils as a necessity in preparation for moving to University or the workplace.
All pupil activity on the school network and email traffic is monitored by IT Support.
Any breach of these email conditions may lead to withdrawal of the user's access and in some circumstances could lead to further sanctions or even criminal prosecution.

Teams

All pupils are given access to a Denstone College Microsoft 365 account. This gives them access to Microsoft Teams, which can be used for access to lesson resources, class chat and prep.

- I will not share recorded videos/lessons made by teachers outside of the appropriate Team.
- I will not modify or create any video or images of teachers or pupils.
- I will only write appropriate messages in the chat.
- I will only switch on my camera if directed by the teacher.
- If switching my camera on I will ensure I blur or use an appropriate artificial background.
- If switching on my camera I will ensure I am appropriately dressed for a school environment.
- I will only unmute myself when directed to by the teacher.
- I will remain muted during a live lesson and use the hand up feature or the chat to indicate I have a question.
- I will hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.
- I will not re-join a meeting once it has ended.