



Blenheim

Student Acceptable Use Policy

Date Published: Summer Term 2021

Expiry Date: Summer Term 2023

Note: The policy will remain in force until a revised policy is approved regardless of whether the review date has passed.

www.blenheim.surrey.sch.uk

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies, unless given permission to do so.
- I will only log on to the school network/learning platform/iPad with my own user name and password.
- I will not reveal my password(s) to anyone and will change them regularly.
- I will check my school e-mail account regularly and remove unwanted material.
- I will make sure that all electronic communications with students, teachers or others are responsible, sensible and polite, particularly as electronic communications can be forwarded to others without my knowledge. Occurrences of 'cyber bullying' – use of electronic communications to humiliate, intimidate or make someone feel uncomfortable will be dealt with under the school's anti-bullying policy.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I understand that the internet is not to be used to access anything which is illegal, or anything that someone else may find offensive. This includes indecent images, extremist or discriminatory material, racial or religious hatred. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address.
- I will not chat to anyone that I do not know or recognise and will not arrange to meet someone unless this is part of a school project approved by my teacher and parent/carer.
- Images of students and/or staff will only be taken, stored and used for school purposes in line with school policy and will not be distributed outside the school network without the permission of the person(s) concerned.
- I will not upload pictures or videos of others without their permission and will not make negative remarks or comments about the school or anyone within the school.
- I will ensure that my use of school technologies will not cause my school, the staff, students or others distress or bring them into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.
- During any pre-recorded or live lesson delivered by Blenheim staff, I will not take recordings and screenshots of the lesson under any circumstances to protect all who engage in virtual lessons and to ensure photos or recordings are not taken or circulated without consent.
- In live lessons I will have my microphone set to mute and only unmute when asked to by the teacher.
- I will not attempt to bypass the Internet filtering system or any other security features.
- I understand that all my use of the Internet and other related technologies can be monitored and logged whilst I am using school technologies and can be made available to my teachers. I further understand that the school may monitor, access and/or remove inappropriate content within my account.

- I understand that any school device can be remotely restricted or inspected by the IT Services team at any time and if requested, I must hand over any school device for inspection.
- I will not access any website or social network pages that promote extremist and radicalised views by individuals, groups or organisations.
- I will not create a false profile as a joke and pretend to be someone else.
- I will not have my mobile phone out in lessons and will not take inappropriate pictures of myself and send to friends or upload onto social networking sites.
- I understand that these rules are designed to keep me safe and that if they are not followed, access to ICT resources may be withdrawn, further sanctions applied and my parent/carer may be contacted.

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