



Blenheim

# Student Acceptable Use Policy

Committee: Community

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[www.blenheim.surrey.sch.uk](http://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 will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. 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 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 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.
- 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 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.