eLearning Rules and Responsibilities

Sandringham School provides a range of eLearning opportunities, including access to school computers, the Internet and the Bring Your Own Device (BYOD) programme. By using the school equipment or network, you agree to the following:

General

- I will only access the system and any school provided resources with my own login and password, which I will keep secret.
- I will respect all the school's computer resources and understand I am liable for the cost of any wilful damage I cause.
- I will not access other peoples' accounts or files.
- I will only use the school's network and computers for learning purposes.
- I will not copy, use or install any programs, pictures, music, video or games onto the school network without permission from a member of staff.
- I will not connect any device to the school's network, including smartphones, storage devices and cameras without permission from a member of staff.
- I will respect the copyright of any material and laws such as the Computer Misuse Act or Malicious Communications Act.
- I will not attempt to bypass the internet filtering system in school through the use of a VPN or any other means.
- I will not 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 a member of staff if I am in school or parent/carer if I am not in school.
- I will use my school email account exclusively for learning purposes. The messages I send will be polite and responsible and I understand it is forbidden to threaten, intimidate or prejudice any person or group.
- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will report immediately any request for personal information, to a member of staff if I am in school or parent/carer if I am not in school.
- I will not give my home address or telephone number, or arrange to meet someone unless my parent, carer or teacher has given permission.

- I will report any unpleasant material, upsetting messages sent to me or any misuse of the school's computer resources. I understand my report would be confidential and would help protect other pupils and myself.
- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police if necessary. I know it is essential that I build a good online reputation.

Bring Your Own Device

- I will bring my device to school with me each day. I am aware that I will receive consequences in line with the consequence system should I not have the correct equipment for school (year 7-11). Temporary loan devices can be borrowed for a day should you not have a device with you. If I borrow a device and do not return it at the end of the school day, then I will be sanctioned.
- If I bring a mobile phone to school, it must adhere to school policy and I know that this must be switched off and not on my person. It cannot be used whilst I am on campus throughout the school day (year 7-11). I will not be able to use my phone as a device for learning within my lessons. Years 12-13 may only use a phone in their dedicated areas and outside of lesson time.
- If I am participating in the school loan scheme, I understand that all tablets or laptops remain the property of Sandringham School and are on loan to me while I am on roll at school. I understand that loan devices must be returned on request.
- My own portable device will only be used for learning purposes during school time. Sanctions will apply for inappropriate use of my device during lessons.
- My teacher has full discretion to ask me to put my device away in any lesson or at any time.
- When I bring my own device to school, I am fully responsible for keeping it safe. My device will be fully charged before coming to school. I will store my device safely when it is not being used (e.g. in my locker.)
- I will ensure that my device has a passcode or other locking system to ensure that my personal information remains safe. I will not use another person’s device without their permission.
- With my own device, I will only connect to the school WiFi network to use the Internet. I will not enable 3G/4G/5G during school time for my own protection and to protect the privacy of staff and students.
- I will not take or post photographs, videos or livestream without the permission of all parties involved. I will not post any images to social media taken during school time without permission. I will delete any image or video if I am asked to do so by a member of staff. I understand that teachers have the right under law to search my device for material that may be harmful.

- Whilst I am allowed to install my own software and media on my own device, I understand that space must be given to learning applications and I may be asked to delete other content to make space for learning tools.
- My own device must not contain illegal software, must not be ‘Jailbroken’ and must have regular official updates applied from the manufacturer in order to keep secure.
- If available, I will ensure my device has adequate antivirus and spyware protection and that it is kept up to date to prevent damage to other devices on the school network.

I understand that these rules are designed to keep me safe now and in the future.

I understand that my network and Internet access may be taken away if I fail to abide by these rules. In accordance with school policy, devices may be confiscated for a limited time period.

I understand that I am subject to sanctions laid down in the rewards and consequences policy and other applicable school policies. If I break the law the police may be informed.

By accepting your place at Sandringham School, you agree and consent to abide by all the instructions and requirements detailed in this acceptable use policy.