

This policy has been produced in consultation with the Essex County Council Code of Conduct Policy for Schools and Academies – December 2011 issue.

## Equipment

- Always get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk and could result in a ban from using any ICT equipment.
- Only use the computers for educational purposes. Activities such as buying or selling goods and playing games are inappropriate.
- Always check files brought in on removable media (such as CDs and USB sticks) with antivirus software and only use them if they are found to be clean of viruses.
- Always check mobile equipment (e.g. laptops, smartphones etc.) with antivirus software, and ensure they have been found to be clean of viruses, before connecting them to the network.
- Eating or drinking in ICT rooms is forbidden.
- Always make efforts **not** to intentionally waste resources, including, but not limited to, excessive use of computer printers without checking 'Print Preview' on screen first; excessive storage or unnecessary files on the network storage areas.

## Security and Privacy

- Protect your work by keeping your password to yourself; using someone else's account for any application or using someone else's name or password is completely unacceptable and will result in serious consequences.
- Never reveal your home address, telephone number, school name, or picture to people you meet on the Internet.
- Taking and uploading digital images is forbidden without permission from a teacher.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers. Any attempt to bypass or alter the security settings is forbidden.
- All use of the school's internet and e-mail in school, away from school and at home, whilst using the school systems, is recorded and the logs uploaded to the school system. Personal user areas on the network will also be monitored on an ad hoc basis to ensure adherence to policies and the law.
- Attempting to delete or alter the work of others without their consent is strictly forbidden and will result in you being banned from the school network, as well as other consequences.

## Internet

- You should access the Internet only for study or for school authorised/supervised activities. This applies during and out of lessons.
- Exercise caution when researching sensitive subjects; ask your teacher for advice and do not seek to disturb or frighten others if they find a subject such as animal rights upsetting.
- Only access suitable material – Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other learners or staff. This includes abiding by copyright laws.
- Cyberbullying is a criminal offence and will be reported to the police. You could also be excluded from the school.
- It is essential that you report any incidents of offensive or bullying behaviour online immediately to your teacher.
- In addition, any incidents of a sexual nature press the CEOP report button on the school website homepage and Firefly.
- The school's VLE should be used for school related purposes only.
- The use of social networking websites is forbidden on school ICT equipment.
- Communicate with staff at the school via the school's e-mail system, VLE or website **not** social network sites (Facebook etc.). Do **not** communicate via personal e-mail.
- Language used in electronic communication must be appropriate and suitable, as for all school work. Communicate in a respectful manner with staff, and do not ask any questions of a personal nature.
- Do **not** send or forward messages, publish or create material which is offensive, hurtful or otherwise upsetting to another person or which has the potential to damage the reputation of the school.

## Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street. Doing so will result in being banned from the network.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for children is strictly forbidden.

## Copyright

The school has a Copyright Licensing Agency (CLA) Education License and this means:

- You can copy works in any medium as long as it is just for school work and other activities within the school. You must acknowledge where you got the copied works from (display the web address, book title and author etc.).
- The audience of the copied works must be limited to teachers, pupils and others directly connected with the activities of the school.

**If you fail to observe these guidelines, action will be taken by the school in line with existing policy regarding school behaviour. For serious violations, a ban from using ICT facilities or an exclusion may be imposed. Where appropriate, police will be involved or other legal action taken.**

I have read and understand the above and agree to use the school computer facilities within these guidelines.