

ICT Code of Conduct

This code of conduct is to ensure that ICT equipment is used in a spirit of safety and well being of yourself and others, and to help keep the computer systems in good working order.

The guidance below gives examples of how members of the school should use equipment. Anyone who does not follow the spirit of the code will be given appropriate sanctions. The code applies at all times, in and out of school hours, whilst using school equipment.

You must not:

- Send, attempt to access, save or display offensive messages or pictures or engage in illegal activities or view offensive weapon sites. If any such material accidentally appears, you must inform a member of ICT Staff immediately.
- Save files or make folders with offensive filenames.
- Play games of any variety during lesson time.
- Use any form of chat room, social networking or instant messaging with the exception of the school Virtual Learning Environment.
- Use a mobile phone whatsoever on the school grounds (Students)
- Use a mobile phone to access blocked sites such as Facebook (Staff)
- Connect a personal device to the school network, i.e. laptop, smart phone, etc.
- Waste printing resources.
- Send anonymous messages and chain letters.
- Use the school ICT systems for private purposes, unless given permission by a member of staff.
- Use the school ICT systems for personal financial gain, gambling, political purposes or advertising.
- Use email services during lessons, except for school work.
- Download games or other programs from the Internet. You must not run any program not officially installed on the network, regardless of what it is for. Attempting to install any computer program is not allowed. Software requests must go via the Network Manager.
- Purchase or plan purchases over the school internet link.
- Be in a computer suite without the supervision of a member of staff.
- Eat or drink in computer suites.
- Intentionally waste, damage resources or equipment.
- Try to access parts of the system that are clearly not meant to be available to you, this is often called hacking.

You should:

- Always keep your password secret and only ever use your own login. Never help someone to use the network or Internet if they have been banned.
- Only use computers for school work, except during break times.
- Never reveal any personal information, the home address or personal phone numbers of yourself or other people.

- Never open an unidentified e-mail attachment. Tell a member of staff about the attachment.

Respect copyright and trademarks. (You cannot copy material without giving credit to the person or company that owns it.)

- Only school related work should be printed. Careless or deliberate wasting of paper will result in your printing facility being withdrawn.
- Inform a member of staff if you notice something wrong with any equipment.

Please note:

- User areas on the school network are closely monitored and regular checks on your files and communications take place.
- All internet access and most ICT activity in general is logged and can be examined at a later date if needed.
- All files held on the network will be treated as school property, including e-mail.
- Access to all web based e-mail with the exception of the school approved system is forbidden.
- Failure to follow the code will result in loss of access and further disciplinary action as appropriate. When applicable, police or local authorities may be involved.
- Payment will be requested for malicious damage caused to any part of the school network.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.

If you have any questions, queries or concerns, please see ICT Services.