



## ICT - Internet Code of Conduct

Updated Jan 2021

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### Statement

As part of our curriculum we encourage students to make use of educational resources available on the Internet. Access to the Internet enables students to conduct research and obtain high-quality educational resources from libraries, museums, galleries and other information sources from around the world.

To guard against accidental access to materials, which are inappropriate in school, all access to the Internet is by means of a filtered service. However, it is not possible to provide a 100% assurance that students might not accidentally come across material, which would be inappropriate.

Therefore, before students access the Internet we would like all students to discuss the attached ICT Code of Conduct with their parents/carers and then return the attached form to the Main Office where it will be added to student records.

We believe that the educational benefits to our students from access to the Internet, in the form of information resources and opportunities for collaboration, far outweigh the potential disadvantages.

During curriculum time teachers will guide students toward specific materials and educational resources. Where students are given permission to access the internet outside lessons, they must agree to access only those sites that are appropriate for use in school.

Student users must not attempt to access inappropriate materials, nor to store or distribute such materials. Each user is given a unique username and password combination – they must use only this to access school IT facilities, and must not share this with anyone else. They will be requested to alter their password at regular intervals. The school reserves the right to monitor and keep logs of all Internet use by users, and each user is responsible for any access recorded under that username. Breach of this may ultimately result in exclusion, and may also involve other agencies such as the Police. Finally, Users are also responsible for reporting any weaknesses that they find in the school system to a member of the staff within the school.

**Internet code of conduct agreement**

**Year group:**

**Name of student:**

My parents/carer and I have read the Code of Conduct for Internet Use and I agree to follow it.

Student signature:

Date:

**Parent/Carer**

As parent or carer, I have read, discussed and explained the Code of Conduct for Internet use to my son/daughter. I understand that if he/she fails to follow this code, his/her individual access will be withdrawn and I may be informed.

Parent/Carer signature:

Date:

**Copyright Release**

This school may produce web pages, ICT presentations, educational or interest articles for magazines or other parties. No child's work will be used without their permission but we also need permission from parents to be able to publish the child's work. Please rest assured the child's safety would always be of paramount importance; no personal information will be made public. Please sign this copyright release if you are happy for your child's work to be shared in this way.

I consent for the school to publish my child's work on the Internet, subject to strict confidentiality of personal information.

Parent/Carer signature:

Date:

**For School Use Only**

Date returned:

Recorded by:

**This signed form should be returned to the main office in school**

## **Code of conduct for student use of the school's ICT facilities**

This code of conduct applies at all times, in and out of school hours, whilst using school equipment. Internet access will be provided for you to conduct research and communicate with others but only on the understanding that you agree to follow this code. This code of conduct is not intended to be exhaustive. At all times you should use the Internet in an appropriate and responsible manner.

### **Acceptable Uses**

You should:

- Only access sites, which are appropriate for use in school. This also applies outside lesson time.
- Be aware that others can see your actions on the Internet, record it and report on it.
- Be aware that information on an Internet web site may be inaccurate or biased. Try to verify the information using other sources before using it.
- Be careful of what you say to others and how you say it. Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or talk to on the Internet. Never arrange to meet strangers who approach you whilst on the computer.
- Treat others as they would expect to be treated. *e.g. show respect and be polite*
- Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet or e-mail.
- Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the person who owns the site. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.
- Keep your mobile phone on silent or switched off and out of sight during timetabled lessons and while moving between lessons unless otherwise instructed by a member of staff.
- Students may well be 'invited' to use their mobile phone technologies to support learning and on these occasions students may use mobile phones in the classroom. The use of mobile phones in one lesson for a specific purpose does not mean blanket usage is then acceptable.

### **Check with a teacher before:**

- sending e-mail
- completing questionnaires or subscription forms
- opening e-mail attachments

## **Unacceptable Uses**

You should not:

- Use or send bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority
- Intentionally or negligently waste resources including paper/printing
- Send, access or display offensive messages or pictures
- Attempt to download any software to the school network
- Use mobile phones to disrupt classroom lessons with ring tones, music or beeping or sanctions may be applied
- Use a mobile phone to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies unless specifically instructed to do so
- Use a mobile phone to bully or threaten other students, to take photos and / or videos of acts to denigrate or humiliate, to send such pictures to others, or to upload to a website for public viewing. This includes using a mobile phone or any other device to photograph or film any student or member of staff without their consent.

### **Consequence of unacceptable use**

- In the case of unacceptable use the full range of school consequences may apply including exclusion. The school may also need to involve other agencies such as the police.

### **Please note:**

You must only use the username/password that has been issued to you.

You must not let anyone else know this information, or use another person's username/password.

The School uses AB tutor and other software to monitor and limit access to the network and internet.

You are responsible for any activity that is carried out using your username/password.

You should always log out when your session has finished.

All user activity on the school network will be closely monitored and staff may review your files and communications.