



## ICT CODE OF PRACTICE

**Please indicate that you have read, understood and agree to this code of practice on the electronic admissions form.**

The school has provided computers and ICT equipment for use by students. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

### Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (such as CDs, flash drives, external hard drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect mobile equipment to the network without prior consent from the ICT Manager.
- Do not eat or drink near computer equipment.

### Security and Privacy

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- Computer storage areas and storage devices will be treated like school lockers. Staff will review files and communications to ensure that users are using the system responsibly.
- Report any abuse or concerns to your Head of Year.

### Internet

- Do not access the Internet unless for study or for school authorised/supervised activities;
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet.
- Never arrange to meet anyone unless your parent/carer or teacher goes with you. People you contact online are not always who they seem.



## Email

- Only your school email address may be used on the network. All communication must be appropriate and in line with the school's behaviour for learning and anti-bullying policies.

**Please read this document carefully. Only once it has been signed and returned will access to the Internet be permitted. If any student violates these provisions, access to the Internet will be denied and the student will be subject to disciplinary action.**

Additional action may be taken by the school in line with the existing policy regarding school behaviour. For serious violations, exclusion may be imposed. Where appropriate, Police may be involved or other legal action taken.