<u>CODE OF CONDUCT FOR USE OF THE SCHOOL'S COMPUTERS.</u>

This code of conduct applies at all times, in and out of school hours, whilst using schools computers.

If pupils follow the code of conduct they will be able to use the school computers. They will be able to access the internet and intranet to find information and to help their learning. They will also have access to e-mail via the SLG and other forms of e-communication including virtual learning environments. Pupils will also have spaces that they can save their work in, and files they can access to see the work of others. It is important that the code of conduct is always followed.

In addition parents are invited each year to an ICT meeting which focuses on all aspects of computer use in school and at home.

<u>THE CODE</u>

<u>You should:</u>

✓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 communicate with on the Internet. Never arrange to meet strangers who approach you whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not be who or what they say they are.

✓Only access sites which are appropriate for use in school. This also applies outside lesson time.

✓Be aware that what ever you do on the computers can be tracked! We can see what programmes you have used and if on the internet, the sites you have visited. E-mails are also monitored, and can also be tracked.

✓Don't believe everything you see or read on the internet. Just because it is there does not mean it is true or correct.

✓Treat others as you 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 computers, especially when you are online.

✓Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without being clear about where the information came from. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work

✓Check with a teacher before: * sending e-mail
            * downloading files
            * completing questionnaires or subscription forms

* opening e-mail attachments

You should not:

X Send, access, store or display offensive messages or pictures.
X Use or send bad, threatening or annoying language nor any language which might upset or offend anybody.
X Intentionally waste resources.

Please note:
You should always log out and close your browser when your session has finished.

User areas on the school network will be closely monitored and staff may look at your files or emails to check that everything is as it should be.

If you do not follow the code of conduct, you will not be allowed to use the computers. If you have ignored the code of conduct you may find your self facing disciplinary action, and if necessary, external agencies may be involved: certain activities may constitute a criminal offence.

INTERNET CODE OF CONDUCT

Pupil: _____Class _____ Date _____

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

Signature _____ Date _____

Parent

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

Parent/Guardian Signature _____ Date _____

Please note that if you choose not to give consent, occasionally it may necessary to remove your child from some lessons where the activities listed above take place. If you would like to discuss this further, please don't hesitate to contact us.

Parent/Guardian Signature _____ Date _____