

Student Guidelines for ICT

The school provides computers 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. Students 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 Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.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 connect mobile equipment to the network (e.g. laptops, tablets, PDAs etc) until they have been checked with anti-virus software, and been found to be clean of viruses.
- 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 will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly.

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 material which is unlawful, obscene or abusive.
- Respect the work and ownership right 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. This takes up valuable resources which could be used by others to benefit their studies.
- Never arrange to meet anyone unless your parent or teacher goes with you. People who you contact online are not always who they seem.

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 not allowed. Never open attachments to e-mails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of e-mails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist or inappropriate content. Always report such messages to a member of staff.

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 existing policy regarding school behaviour. The serious violations, suspensions or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

Please sign sheet on reverse

STUDENTS' INTERNET CODE OF PRACTICE

- I will only use the internet when supervised by a teacher or adult.
- I will never tell anyone I meet on the internet my home address, my telephone number or my school's name, unless my teacher specifically gives me permission.
- I will never send anyone my picture without permission from my teacher or parent.
- I will never give my password to anyone, even my best friend, and I will log off when I have finished using the computer.
- I will never arrange to meet anyone in person without first agreeing it with my parent or teacher and get them to come along to the first meeting.
- I will never hang around in an internal chat room if someone says or writes something which makes me feel uncomfortable or worried, and I will always report it to a teacher or parent.
- I will never respond to unpleasant, suggestive or bullying e-mails or bulletin boards and I will always report it to a teacher or parent.
- I will not look for bad language or distasteful images while I am online and I will report bad language or distasteful images to a teacher or parent.
- I know that my teacher and the internet service provider will check the sites I have visited.
- I understand that I can access only sites and material relevant to my work in school and that I will not be able to use the internet if I deliberately look at unsuitable material.
- I understand that I will not be able to use the internet if I deliberately hack into the schools' or other systems.
- I know that the posting of anonymous messages and the forwarding of chain messages is not allowed.
- I know that the contents of my e-mail messages will be monitored by the Network Manager.
- I may not download software to the school network (including screen savers, games, video clips, audio clips, and *.exe files)
- I know that information on the internet may not always be reliable and sources may need checking. Web sites may be sponsored by advertisers.
- I will not use e-mail, instant messaging, forums, chat rooms, blogs or social networking to send or encourage material which is pornographic, illegal, offensive, or annoying or invades another person's privacy.

STUDENT'S NAME (Please print)

I have read the Students' Code of practice and I have discussed it with my son/daughter. We agree to support the school's policy on the use of the internet.

Signed Parent Date