

ICT & Mobile Phone Information

ICT Code of Conduct

Please read this ICT code of Conduct carefully. Ask your tutor or a teacher if you do not understand anything you read or if you have any questions.

Technology offers some huge advantages over previous generations in terms of access to information and the ability to communicate. Like any technology, however, there are dangers and the point of this code of conduct is to help you use technology responsibly.

The school expects you to abide by the following code of conduct as long as you are a member of the school community and whether you are at school or at home. Messages posted on social networks or sent via email should not be considered private. Whenever using technology you should remember that anything you record or communicate could become public.

For this reason, the standards of behaviour set out in the school rules must apply to computer use wherever you may be, at school, at home or anywhere else.

Electronic images and messages once created are very difficult to destroy completely. You cannot control where anyone, even a trusted friend, might send the message. You do not want to be embarrassed in later life by an inappropriate comment or action when younger! You also need to consider that messages can sometimes be misinterpreted by other people. Something meant as a joke between friends might appear totally inappropriate to someone else. You should always ask yourself whether your action might offend anyone and, if in doubt, stop!

The Rules for the Use of the School's Computing Facilities are also available in the Pupil Portal on the school website and in all classrooms. You should read them carefully and make sure that you understand them. You are also encouraged to discuss these with your parents.

You are asked to abide by these rules when you are using electronic media. Remember that the school expects you to use common sense and will consider any act that disregards common sense to be a breach of school rules.

You should not use the school network to access any files which infringe copyright laws, for example music, games and videos. You should also use information from websites responsibly. Plagiarism is using other people's work and passing it off as your own. Examination Boards and the school treat it as a very serious offence.

Most importantly, you should never use electronic media when you are tired, annoyed or angry. If you find something that is offensive or someone sends you something that breaches our rules, you will be expected to tell your tutor or one of your teachers. To keep quiet about something that is inappropriate, harmful or wrong may be interpreted as giving approval. The school, therefore, expects you to report any misuse of electronic media.

If you need advice, your teachers, Form Tutor or your parents will be keen to help as will trusted friends and senior pupils.

You will be asked to sign that you understand the ICT Code of Conduct and agree to abide by it and apply it in full when using computer facilities and the internet at school by signing the Home School Agreement enclosed in your parents Welcome Pack.

Top Tips

- Remember that anything you publish electronically can be made public in seconds.
- Take care what you communicate. It is easy to upset someone by not reading carefully what you've written before pressing 'SEND'.
- If you receive nasty or rude messages or photos, do not forward them. To do so could be illegal. You must tell a parent, tutor or teacher.
- Keep passwords safe and change them if you think they are known by others.
- Remember that some people change friends often, especially in the early teenage years. So be careful what information you share.
- Choose the highest security settings on internet sites. Do not rely on default settings.
- Use websites and services that let you block someone who is behaving badly or bullying you or anyone else.
- If you see cyber-bullying taking place, support the victim. Report the bully. Bullies get away with harmful behaviour if no one tells.
- Use websites and services that allow you to report someone who is behaving inappropriately.
- If someone you don't know gets in touch with you online, ask yourself why they want to make contact with you and carefully consider whether it is appropriate for you to respond.
- Report to CEOPs any inappropriate comments you see.

Further advice on what to do in cases of cyber-bullying is available in your school planner. If you need advice, your teachers, Form Tutor or parents will be keen to help as will trusted friends and senior pupils.

Mobile Phones

Mobile phones may be brought into school at your own risk. They should be switched off from registration until the end of the teaching day. Phones should not be used in school or on the school grounds without the express permission of a member of staff.

School telephones are available throughout the day for emergency phone calls. Urgent messages communicated from home will be taken by the School Office.

You are strictly forbidden to take photographs or make audio or video recordings in school or on school coaches without authorisation from a member of staff.

Improper Use

Pupils using mobile phones improperly must expect to have their phones confiscated until the end of the school day. Phones will be returned by the School Office at the end of the school day. Improper use includes the accessing of inappropriate websites/content. Repeated misuse of mobile phones may lead to the removal of the privilege of bringing a mobile phone to school.