ICT Code of Conduct – Pupil Agreement

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.

Remember that 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. Don't 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. 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 available in your planner, on the school website and in all classrooms. Read them carefully and make sure that you understand them.

The School Rules are also available in your planner, on the school website and in all classrooms. Abide by these rules when you are using electronic media. Remember that the school expects its pupils 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. When using the internet in school, via any device, you should connect to the school's WiFi provision. This makes sure you abide by the school's Acceptable Use Policy, and also means you are protected by the school's firewall and other security settings.

Most importantly, 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 parents, your tutor or one of your teachers.

To keep quiet about something that is inappropriate, harmful or wrong may be interpreted as giving your approval. The school, therefore, expects you to report any misuse of electronic media.

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.

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.

You will be asked to sign a copy of this code of conduct in your planners to confirm that you have read and will abide by it.

Name .... Form...............

I understand the ICT Code of Conduct and will apply it in full when using computer facilities and the internet at school.

Signature ....Date ....