



Wilsthorpe School

ICT Code of Conduct

Use of computers:

I will:

- ✔ Only enter an ICT suite or use a classroom computer with permission from a member of staff.
- ✔ Use all equipment sensibly.
- ✔ Not eat food or drink whilst in an ICT suite or using a computer.
- ✔ Not attempt to move, or unplug any of the equipment without express instruction from a member of the ICT Support Team, and report any damage to ICT Support *immediately*.
- ✔ Treat the equipment with respect, as if it were my own.

Computer Network Security:

I will:

- ✔ Only access the computer network using my own authorised Username and Password.
- ✔ Not tell anyone my username or password – *I understand I am responsible for anything that is done on a computer with my username, and I will face the consequences for it.*
- ✔ Change my password regularly, and tell my teacher or the Network Manager if I think another student has been logging into my user account.
- ✔ Not attempt to log on to another students computer area, or tamper with their work when they are logged on.
- ✔ Not attempt to breach the security systems of the schools computer network.

Software Programs, Email and Internet Use:

I will:

- ✔ Use the computer network to complete appropriate work.
- ✔ Use software and other programs, email and Internet to help support my education and research.
- ✔ Not attempt to install, change or remove software from the computer.
- ✔ Write careful and polite emails.
- ✔ Not give my home address or phone number to anyone online or arrange to meet someone via the internet without the knowledge and approval of my parents or teacher.
- ✔ Help to protect myself and other pupils by reporting anything I see that I am unhappy with or if I receive messages I do not like. I understand that my report will remain confidential.
- ✔ Not search the Internet for, or send/receive emails or other messages that contain pornographic, unethical or illegal requests, or any other inappropriate use which is likely to cause offence.
- ✔ Not attempt to use public chat rooms, or "messenger" sites.

Monitoring of the Computer Network, E-mail and Internet Use:

In order to ensure the security of the computer Network and the Health and Safety of students, the school will exercise its right by electronic means to monitor the use of the school computer systems.

This includes, but is not limited to, the monitoring of;

- ✔ Web-sites,
- ✔ Printer usage,
- ✔ Interception of E-mails,
- ✔ The deletion of inappropriate materials, and
- ✔ The storing of text, imagery or multimedia files which are unauthorised or unlawful.



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Internet and Electronic Mail Permission Form

We are pleased to offer students of Wilsthorpe Community School access to the computer network for electronic mail and the Internet. To gain access to email and the Internet, all students under 18 must obtain parental permission and must sign and return this form to Mr. Redmond, the ICT Network Manager.

Access to email and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available for educational purposes, students may find ways to access other materials as well. We are connected to the Internet via the Local Education Authority who filter all Internet requests. We also filter sites ourselves internally by using proxy and filtering software set to stringent levels.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, ultimately, parents and guardians of children under 18 are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Wilsthorpe Community School supports and respects each family's right to decide whether or not to apply for access.

If you have any queries regarding this matter, please contact **Mr. Redmond, the ICT Network Manager**.

Parent or Guardian Agreement

Please tick the appropriate box

No, I do not wish my child to have Internet and email access at school

Yes, I agree to my child having Internet and email access at school

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school's access to its network and Internet, including, but not limited to claims that may arise from the unauthorised use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the guidance set out in rules overleaf and endeavor to supervise any internet access at home. I will emphasise to my child the importance of following the rules for personal safety.

Parent/Guardian Name _____ Parent/Guardian Signature _____

Student Agreement

Student Name _____ Form Group _____

I have read the Acceptable Use Policy overleaf and I agree to follow the rules. Copies of the policy are posted in all computer areas and I understand that if I violate the rules, my network or Internet access could be suspended and I may face other disciplinary measures.