



North Cestrian School – ICT CODE OF CONDUCT

Introduction

The use of Information & Communication Technology (ICT) is a valuable tool in accessing resources and enhancing the learning experience.

NCS also provides a portal which allows pupils access to their area of the school's network where their files are stored and a range of software tools to support learning. The portal accessed, both inside and outside school, via an internet browser.

As well as any benefits, there are, of course, also potential dangers in using the internet and other forms of ICT, for example the presence of offensive material, the ease with which a stranger can make contact, exposure to scams, the use of ICT by bullies and issue such as harassment and defamation. NCS has therefore produced a Code of Conduct which is intended both to protect pupils while using ICT and to deal with the problems that can be caused by misuse of ICT.

The policy covers the use of the internet, the portal, email, mobile phones and similar devices. NCS expects parents to work in partnership with the School by monitoring their child's use of ICT at home, particularly with regards to whom they are communicating with and what they are posting on the internet.

Pupils must regard access to the School's ICT facilities as a privilege, not a right. A breach of this Code of Conduct is a breach of the School Rules and could therefore lead to the withdrawal of ICT privileges or exclusion from School (for a fixed term or permanently) in accordance with the School's Disciplinary Policy, depending on the seriousness of the breach. As indicated below, a pupil's misuse of ICT outside of school could attract disciplinary action by the School depending on the circumstances.

The ICT Code of Conduct covers four areas, which are described in further detail:

- Access and General Use of ICT.
- Using the Internet.
- Using mobile phones.
- ICT and the Law.

If you are unclear about any part of this document please contact a teacher or other member of staff.

Access and General Use of ICT

In order to be allowed access to the Internet, pupils and their parents must first read this policy, and sign the consent form to confirm they have read and understood it.

As a condition of using the school's ICT facilities pupils must follow the rules below, along with the rules set out specifically for Internet, e-mail and mobile use. Pupils:

- must only use their own login name and password.
- must keep passwords secret.
- must not attempt to access other people's files.
- must only use the school computers for school work and homework unless otherwise agreed with a teacher or member of staff.
- must not introduce any files into the school computer system (including by e-mail on memory stick or CD ROM) unless approved by a teacher or other member of staff.
- must not open any files from a memory stick, CD-ROM or other media unless that media has been virus checked **before** installation.
- must not copy or change any software or settings installed on the school's computers.
- must not install any software on any computer.
- must not attempt to avoid security measures on school or remote computers or networks.
- must not waste resources, this includes paper, ink, internet access and lesson time by misusing ICT resources.

Using the Internet

Internet access at school is filtered using a programme which eliminates many of the offensive websites. Spot checks are from time to time carried out on the school's computers, and the files that have been used are recorded if necessary. All sites visited are logged. The school also exercises supervision of ICT suites. However, none of these measures is **fail safe**



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and it is not possible to supervise all the terminals in the school at all times. It is therefore essential that pupils follow the rules set out in the ICT Code of Conduct to ensure they are using the Internet safely.

Pupils must follow the rules below whilst using the internet:

1. Pupils must not provide details of the following on the Internet:
 - a. home address.
 - b. telephone number.
 - c. password.
 - d. any personal information.
 - e. photographs of themselves.
 - f. any bank detail or credit card numbers.
 - g. any personal details of fellow pupils or members of staff.
 - h. any information about the school unless given permission by a teacher to do so.
2. Pupils must not use chat rooms, newsgroups or instant messaging, other than those provided as part of the NCS portal.
3. Pupils must not play or download on-line games unless given permission to do so by a teacher.
4. Pupils must not arrange to meet anyone with whom they have made contact through the internet.
5. Pupils must not send intimate photographs of themselves, or others they know, or post them on the internet. Anyone who receives or distributes such images could be accused of possession under child pornography legislation. School will contact the police where there has been suspicious practice.
6. Pupils must not use the internet to cause distress, harass or bully others or to incite others to do these things (this could include posting photographs of fellow pupils and staff).
7. Pupils must not use the internet to bring fellow pupils, staff or the school into disrepute, or to incite others to do any of these things (this could include posting photographs of fellow pupils and staff).
8. Pupils must not post information about the School, fellow pupils or staff on Internet sites, including personal websites/weblogs, without the consent of the school, fellow pupil, or staff member.
9. Pupils must respect copyright and understand that, particularly in respect to coursework, submitting work downloaded directly from the Internet may invalidate their marks.
10. Pupils must not maliciously attempt to harm or destroy data of another user on the Internet, including the uploading, intentional downloading and creation of computer viruses.
11. Pupils must not download or install any commercial software, shareware or freeware, or any other materials without permission.
12. Pupils must tell a teacher, the librarian or member of the ICT staff immediately if they think they may have accidentally done something which breaches this Code of Conduct, or they have found a site which might be unsuitable for pupils.

Disciplinary action may be taken in respect of a pupil breaching any of the rules set out in this Code of Conduct whilst the pupil is in school.

In addition, if a pupil breaches rules 5, 6, 7, 8 and 9 set out above, even if that breach occurred outside of school, the pupil's ICT privileges may be withdrawn and, depending on the seriousness of the breach, the pupil may be excluded from school (either for a fixed term or permanently).

ICT and the Law

Most information available electronically is protected by copyright in the same way as a book, music or a play. The rules relating to copyright are complex. Nevertheless, you must be careful not to breach copyright. It is easy to copy electronically but this does not make it any less of an offence. Do not assume that because a document or file is on the internet (or our system), for example, that it can be freely copied. Speak to the school librarian or teacher if you are unsure of anything.