

ICT Code of Conduct Europa School UK

At the beginning of each school year, each pupil will be given in class a copy of the school's ICT's Code of Conduct. The code of conduct is subject to change during the academic year as it may be updated in response to particular behaviour. In this instance, only pupils (not parents) will be notified.

If any pupil is in breach of the ICT Code of Conduct, the following sanctions will apply:

- Violations of the rules will result in a temporary or permanent ban on internet/computer use.
- Your parents/guardians will be informed.
- Additional disciplinary action may be taken in line with existing practice on inappropriate language or behaviour.
- When applicable, police or local authorities may be involved.
- If necessary, external agencies such as Social Networking may be informed.

ICT Code of Conduct

This code applies to users of Information and Communication Technology at the Europa School. Access to the school ICT network is only permitted to those that have accepted this Agreement.

Behaviour:

- You will treat the ICT facilities with care and leave the area clean and tidy when finished, ready for the next person. This includes turning off the computers in a proper way and to put the chair under the table.
- You should use e-mail sensibly and constructively, using polite language.
- You should not cause any physical damage to ICT equipment.
- Eating, drinking and irresponsible behaviour is not permitted in ICT rooms under any circumstances.
- You should not enter the ICT rooms unless your intention is to do schoolwork, quietly.
- You should not spend more than 90 minutes using a monitor without taking a 15 minute break.
- You should not use any of the school's facilities to cause distress to others.
- Any reports of cyber bullying will be referred to the school leadership and are taken extremely serious.
- If you accidentally come across something inappropriate, you notify a member of staff. If no member of staff is available, exit immediately.
- The school e-mail address/account should only be used for school related purposes.

Use of Facilities:

- Only use the school's facilities for work related to school such as subject work, homework and coursework.
- At school premises, you should only use your school email account and only for educational purposes. You are aware that the management has access to all communication via a log.
- When leaving the computer, you should always make sure you log out of your europaschool.uk account.
- Only use Streaming media for schoolwork, never for personal use (Youtube, Iplayer, Netflix, Amazon, etc.).
- You should not use social media at school (Facebook, twitter, flickr, etc).
- Only print where necessary for school and be mindful of your print quota. (S6&7)
- Do not create or store files that are excessive in size.
- Do not use the ICT facilities to access, send or receive offensive or unacceptable mail or material (such as pornography, sexist or racist material).
- You should never attempt to fix computer problems yourself. Please report them to a teacher, or ICT Services.
- You should not attempt to log on using another person's account or in any way try to use logon privileges that are not yours.
- You should not attempt to circumnavigate any security restrictions.
- You should not gain, or attempt to gain, unauthorized access to any part of the school's ICT system.

- You should not make, or attempt to make, unauthorized changes to any computer document or file that is not yours.

- You should not download computer documents/files (including games, video clips, sound) without permission.
- The presence of executable files or scripts is not acceptable.
- You should not breach copyright regulations.
- You should not deliberately place a virus, malicious code or other inappropriate program onto the school computers and you should make efforts to avoid doing so.
- All work produced on the school network must be saved to your drive in your google domain. Anything saved locally can be deleted without warning and can be accessed by others.
- You should never introduce alien hardware to the network without the agreement of the IT Administrator. This includes USB storage devices.

Access to Rooms:

- Access to any Computer room is not allowed unless a member of staff is present and has given direct consent.
- Rooms 131 and 132 are available for all seniors if no lessons take place

E Safety:

- You should never opt to save your password automatically or write it down somewhere. You should not share your password with anyone else.
- You should keep access to all of your accounts private and take reasonable steps to prevent unauthorised use.
- You should not engage in real time chat without your teacher's permission.
- You should not disclose to anyone that you communicate with on the Internet any details that could identify you or your family, unless your teacher specifically gives you permission.
- You should not send anyone your picture without permission from your teacher/parents/carers.
- You should not arrange to meet anyone in person without first agreeing it with your parents/teacher/carers and you should get them to come along to the first meeting.
- You should not remain in an Internet chat room if someone says or writes something which makes you feel uncomfortable or worried, and you should always report it to a teacher or parent.
- You should not respond to unpleasant, suggestive or bullying e-mails or bulletin boards and you should always report it to a teacher or parent.

Monitoring:

- The school retains the right to randomly monitor Internet use, e-mails and documents stored in your account.
- Use of the school's facilities for unauthorised activity may be a criminal offence under the Computer Misuse Act, will be treated as such by the school, and the appropriate authorities may be notified.
- All print jobs will be charged against the user's print credit quota (S6&S7)
- A user area and all the files in it remain the sole property of Europa School UK and are subject to inspection at any time.

These rules are not necessarily exhaustive, but explain the kind of behaviour and responsibility that is expected of pupils in school. Any user breaking any of these rules may have their access to the school computers withdrawn, and may face possible further action.

Please Print and return to the school office or to your ICT teacher.

I have read the school's ICT code of conduct and I understand the rules and I agree to respect these rules.

Name:

Class:

Date:

Signature

I have read the school's ICT code of conduct and I agree for my child to be provided with a school's e-mail account.

Name:

Date:

Signature