

Appendix 2

STUDENT ICT CODE OF CONDUCT

This code of conduct applies to all ICS students using our ICT facilities and online services, within the school or accessing them from outside of school.

I will:

- Treat the school ICT equipment with care and respect.
- Regularly reflect on the Code of Conduct for using my Netbook.
- Immediately report any problems with software or equipment to my teacher.
- Maintain the security of my personal user area by regularly changing my password when reminded to.
- Virus scan at school and at home, any USB memory sticks I use.
- Only print documents that are to do with my school work and when given permission to do so by a member of staff.
- Save all my work in my user area, but also make back-up copies if necessary (e-mailing yourself your work will help here).
- Save work appropriately in my user area.
- Turn my monitor off and tell a member of staff STRAIGHT away if I see something that makes me feel uncomfortable or upset.
- Tell a member of staff STRAIGHT away if I see there is a technical problem with any piece of ICT hardware that I am using.
- When I have finished using a computer clear any rubbish from my work; unplug & make sure that I take my USB memory stick with me and log off correctly.
- Only play games on a computer that are school approved & if a member of staff says I can.

I will not:	If I do, I understand that:
Tell anyone my password or use someone else's to do work.	I could be banned from using the school network
Bring any food or drink near to any ICT hardware.	I will have a sanction for doing so e.g. detention
Change any of the settings on the computer or monitor which affect the way it operates and functions.	I could be banned from using the school network & I could have a very serious sanction.
Attempt to by-pass (go round) the school security settings or knowingly do anything to put the security of the school network at risk.	I could be banned from using the school network.
Print multiple copies of work without permission.	I will have a sanction for doing so e.g. detention.
Use any ICT to bully or hurt the feelings of another person (e-mail, websites, mobile phone). This could include publishing images of others.	I could be banned from using the school network & I could have a very serious sanction
Intentionally damage any piece of ICT hardware/connection.	I will be expected to pay (or my family will) for the damaged item to be fixed or replaced and I will have a serious sanction.

By signing below you are confirming that you have read & understood all of the above and that you understand that any of your electronic communications could be looked at if they are related to your well-being & that you understand that any electronic communications related to school are not entirely private.

Print name:

Tutor Group:

Signed:

Date:.....