Student ICT Policy
Code of Conduct for the use of Computers & the Internet/E-mail in school

Introduction

You are expected to behave responsibly and follow the code of conduct when using ICT equipment and systems within school.

We provide you with computers and network resources both in your classrooms and resource areas. The internet, e-mail and school-owned software are available for use strictly for the purpose of your education.

It is strictly forbidden to download and/or install any unauthorised software and/or applications including software downloads from the Internet and from email. If you are found to be using, or in possession of, unlicensed software, you will be the subject of disciplinary procedures.

Privacy

The school has the right to monitor, inspect, copy and review files and activity at any time and without prior notice.

You will be given a unique username and password to allow you access to the system and you can save your work in your own secure area. This area must be used for educational purposes only. Routine checks of network storage areas will be carried out without prior notice.

Copyright

Many resources you find on the Internet are copyright protected, including music and video. This means you can only use them with the copyright owner's permission. If you are in doubt, ask a member of staff.

Network and Computer Etiquette

- Be polite. Always use appropriate language.
- Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number.
- Be careful. Do not disclose or share your password with others or impersonate anyone else.
- Be respectful. Do not intentionally bring viruses; copyright protected material or applications into school.

Security and Accountability

- You must be responsible by ensuring you do not use or send via the internet or email anything that is sexist, racist, obscene, copyright protected or promote illegal behaviour.
- Remember that anything you send via your email account is your responsibility.

- Use of email to send personal data (e.g. about staff or students) to a third party is a serious offence and expressly forbidden under the Data Protection Act.
- The contents of a network account home directory (*H: drive*) is your own responsibility.
- In the event of a security breach, you must inform a member of staff and ensure that passwords are changed in order to be as secure as possible.

ICT Equipment Usage

You must not:

- deliberately damage or vandalise any ICT equipment.
- intentionally waste resources, including printer ink and paper.
- unplug any cables from the back of machines.

You should:

- treat ICT equipment with respect as it is provided as a tool for education.
- report any computer problems to a member of staff.
- only use USB drives to bring in school work, if there is any breach of this or suspicion of breach, the ICT Technicians have the right to check USB drives and remove inappropriate material.

Service Usage

- Always respect the privacy of other users' files.
- Be polite and appreciate that other people might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- Computer-based audio services are provided for work-related and studying purposes only.
- Network accounts will be deleted when you leave Park High School and it is your responsibility to save any files before leaving.
- Always log-off the system correctly.
- Do not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
- Do not download, use or upload any material which is copyright protected.
- You must not send or display offensive messages or pictures.
- You must not upload or download any material which is likely to be unsuitable. This applies to any material of a violent, dangerous or inappropriate context.
- If you believe another student is behaving in a manner contrary to all of the above, you have a responsibility to report it to a member of staff, who will then inform the ICT Technicians.

Internet Usage

- Access to school's IT systems is a privilege, not a right and such access requires responsibility.
- The internet in school is provided for education purposes only and must not be used for chat or playing games online (unless authorised by a member of staff).
- You are responsible for your own behaviour and communications on the network.
- Do not share/upload any personal information of anyone (staff or student) at the school.
- You must display good behaviour at all times on the Internet.

Failure to Follow Policy and Breach of Agreement

Any breach of the above rules will result in immediate suspension of your privilege to use the facilities provided and could result in permanent termination of use.

Help and Assistance

If you have any questions regarding this policy or require help using the school network, please ask an ICT Technician. If you notice someone using the school's ICT equipment or network inappropriately, or would like to report a fault, please ask a member of staff to contact any of the ICT Technicians (ext:244 or by email to the helpdesk).