

# AYLSHAM LEARNING FEDERATION

## ICT CODE OF CONDUCT POLICY (STUDENTS/PUPILS)

Policy Reference:	JT/ICT Code of Conduct Students/Pupils	Review Frequency:	1 Year
Issue Number:	02 (26.06.2018)	Next Review Date:	26.06.2019
Author:	J Tuttle		

Ratified by the Governors' Curriculum, Assessment and Achievement Committee on: 26.06.2018

Signed: \_\_\_\_\_  
Chair

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### COMPUTING FACILITIES

Students/Pupils are encouraged to make use of each school's computing facilities for educational purposes and are expected to act responsibly and to show consideration to others.

### USE OF TECHNOLOGY

Technology that can be used to store, transmit or manipulate data, such as SMART phones, MP3 players, personal digital assistants (PDAs) and USB media, should be used responsibly and in accordance with this ICT code of conduct, even when not used with each school's equipment. SMART Phones are not allowed in school at Bure Valley School or John of Gaunt Infant and Nursery School.

### ACCOUNT SECURITY (AYLSHAM HIGH SCHOOL, BURE VALLEY SCHOOL)

Students/Pupils are responsible for the protection of their own school computer accounts and should not give their passwords to anybody.

Users should not logon to or use any account other than their own and should logoff when leaving a workstation, even for just a short period of time.

### USE OF FACILITIES

Whilst each school wants to encourage sensible use of new technologies it is not acceptable to:

- Attempt to download, store or install software to school computers.
- Attempt to introduce a virus or malicious code to the network.

- Attempt to bypass network or system security.
- Attempt to access another user's account.
- Attempt to gain access to an unauthorised area or system.
- Attempt to use any form of hacking/cracking software or system.
- Connect any device to the network that has access to the internet via a connection not provided by the school.
- Physically damage or vandalise any computer equipment.
- Access, download, create, store or transmit material that; is indecent or obscene, could cause annoyance or offence or anxiety to others, infringes copyright or is unlawful, brings the name of the Federation in to disrepute.
- Engage in activities that waste technical support time and resources.

## **PRIVACY AND E-SAFETY**

- Students/Pupils are expected to act safely online by not publishing personal information about themselves or other students/pupils. Students/pupils must not give out their family name, password, username, email address, home address, school name, city, county or other information that could help someone contact or locate them in person unless they already know that person other than through an online contact.
- It is not acceptable to engage in any behaviour that is upsetting or threatening to another user. Any form of online bullying will be dealt with in line with each school's anti-bullying policy and normal discipline procedures.
- Students/Pupils should be aware that each school has a right to access personal areas on the network. Privacy will be respected unless there is reason to believe that the ICT code of conduct or each school's guidelines are not being followed.

## **INTERNET ACCESS**

Each school's internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the computer systems. Users should be aware that the school logs all internet use.

- Users should not attempt to use proxy servers to bypass the grid filter system.
- Users should ensure that they are not breaking copyright restrictions when copying and using material from the internet.

## **SCHOOL GOOGLE EMAIL ACCOUNTS (AYLSHAM HIGH SCHOOL)**

Automated software scans all email and removes content that could compromise the integrity of the computer systems or contain unsuitable/offensive content.

- If a user receives an email from an unknown person or that is offensive or upsetting, an appropriate member of staff should be contacted. Do not delete the email in question until the matter has been investigated.
- Sending or forwarding chain emails is not acceptable.
- Sending or forwarding emails to a large number of recipients is acceptable only for a good reason.
- Do not open attachments from senders you do not recognise, or that look suspicious.
- Users should periodically delete unwanted sent and received emails.
- Students should use their Google email account for school work rather than another provider.

## **INSTANT MESSAGING/SOCIAL NETWORKING (AYLSHAM HIGH SCHOOL)**

- Students are not allowed to use social network facilities during lessons, unless the teacher for that lesson has permitted its use.
- If a user receives a message which is offensive or upsetting, an appropriate staff member should be contacted. Copy and save the message or use the IM archive feature to save the message until the matter has been investigated.
- Never accept files or downloads from people you do not know, or that look suspicious.
- Do not use a screen-name that is offensive, or gives away additional personal information.
- Do not add unnecessary personal information to your profile or account details.
- The use of video and voice facilities on mobile devices should be used with care. Never upload voice or video without the permission of those appearing in the video or sound file.

In order to stay safe when using public IM or social networking systems (such as MSN and Facebook) outside school you should additionally:

- Only communicate with people on your contact list.
- Do not accept requests to join your contact list from people you do not already know.
- Do not add or allow your profile, screen-name or contact information to be shown in online public directories.
- Abide by the provider regulations such as the age restrictions if applicable (eg 13 is the age for being able to have a Facebook account)

## **BLOGS and WIKIS (AYLSHAM HIGH SCHOOL)**

The use of blogs and wikis is encouraged if used sensibly.

- Students are not allowed to use blogs or wikis in lessons, unless the teacher for that lesson has permitted its use.
- Students must agree to not share their user name or password. You agree to never login as another student.
- Students using school blogs are expected to treat blog spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for your blog.
- Users are expected to conduct themselves as representatives of the school. They must not post comments that are defamatory about the school, staff or students.
- If a user receives a message from an unknown person, or which is offensive or upsetting, an appropriate staff member should be contacted.
- Users must respect other user's work and opinions and not maliciously edit any group or individual work. Any user who feels this has taken place should leave the work as it is and contact a relevant member staff.

## **PRIVATELY OWNED COMPUTERS AND DEVICES (AYLSHAM HIGH SCHOOL)**

The school encourages the use of personal laptops, tablets and other wireless enabled portable devices. Students can access the secure school wi-fi through their normal login and password.

The school cannot take any responsibility for the safe working, repair or security of personal devices whilst on or in transit to and from the school premises.

**Please note that privately owned devices should only be used with the wireless network and under no circumstances should privately owned devices be physically plugged into the school network connection points.**

If you would like to discuss any issues relating to the Federation's ICT code of conduct policy or the wireless network please contact:

Mrs Kathryn Garnham - Aylsham High School

Mr Dael Brookes - Bure Valley School

Mrs Clare Toplis – John of Gaunt Infant and Nursery School