

## **On-line Safety – Code of Conduct**

This code of conduct applies at all times, whilst using school equipment. User areas on the network will be monitored and the school reserves the right to delete unsuitable files, intercept e-mails and to block sites considered inappropriate in school. All users are required to follow the conditions laid down in the policy. Any breach of the conditions may lead to withdrawal of the user's access to the network as well as the Internet and will also be considered a disciplinary matter.

### **General Network Use**

- Only access the network using your own username and password, which must not be given to any other person.
- Do not trespass into other users' files or folders.
- Check work for accuracy before printing and avoid wasting paper by unnecessary printing.
- Treat the computers with respect – any attempt to damage equipment will result in disciplinary action.
- Only work data files may be loaded from a memory stick into your area.
- Do not use the network in any way that would disrupt use of the network by others.
- Use of a computer system without permission or for a purpose not agreed by the school could be a criminal offence under the Computer Misuse Act 1990.
- Inform a member of staff immediately if a security problem is identified. Do not demonstrate this problem to others.
- Students' Personal Computer equipment must not be plugged into the school network without prior consultation with the ICT Technical staff.

### **Internet Access**

- Only sites that are appropriate for educational use should be accessed.
- The internet may only be used under supervision. 6<sup>th</sup> Form are allowed unsupervised access but the privilege will be withdrawn immediately should this be abused.
- Files must not be downloaded without permission from the teacher concerned.
- Copyright and trademarks must be respected. Text and pictures must not be copied from the Internet without acknowledging their source.
- No unauthorised software or games may be downloaded or played on the school computers.

### **E-Mail**

- Users are responsible for e-mail they send and for contacts made. E-mail must be carefully written and polite.
- There must be no sending, accessing, creating or displaying of offensive language, sounds or images which are likely to cause offence, inconvenience or needless anxiety.
- E-mail may only be sent using the official school e-mail address:- username@bennett.kent.sch.uk  
Anonymous messages must not be sent. E-mail use is provided primarily for educational purposes.
- No home addresses, telephone numbers, personal information or photographs of yourself or others may be given to any strangers contacted over the network.
- Any unpleasant messages or material received must be reported immediately to a member of staff. Check with a teacher before opening any e-mail attachments or completing online questionnaires or subscription forms.

### **Disclaimer**

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damage suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

## Acceptable use agreement (students)

### Acceptable use of the school's ICT systems and internet: agreement for students

#### When using the school's ICT systems and accessing the internet in school, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the school's network using someone else's details

#### If I bring a personal mobile phone or other personal electronic device into school:

- I understand that I must not use it during the school day and it should be switched off at all times
- If I use my mobile phone without permission it will be confiscated
- If, despite the rules, I use my mobile phone or device to access the school network I understand that the websites I visit are visible to the school without the need to look at my device

I will immediately let a teacher or other member of staff know if I find any material, which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

**Student Name:**

**Tutor Group:**

**Signed (student):**

**Date:**

#### Top tips for keeping safe on-line

- Be careful about what you share on-line. Only chat to people you have actually met.
- Never give personal information (including name, address or telephone number) to anyone without the permission of your parent/carer
- Never arrange to meet anyone offline without first consulting with your parent/carer, or without adult supervision
- Always report anything that makes you feel uncomfortable