

St Mary's Catholic School

CODE OF CONDUCT FOR STUDENTS' USE OF ICT RESOURCES

This code of conduct is to ensure that ICT equipment is used in a spirit of safety and well being of yourself and others, and to help keep the computer systems in good working order. The guidance below gives examples of how students should ensure that they use equipment in this spirit. Anyone who does not follow the spirit of the Code will be given appropriate sanctions. The code applies at all times, in and out of school hours, whilst using school equipment. Please read the code carefully so that you understand your responsibilities.

You must not:

1. Send, attempt to access, save or display **offensive messages or pictures** or engage in illegal activities or view offensive weapon sites. If any such material accidentally appears, you must inform a member of ICT Staff immediately.
2. Save files or make folders with **offensive filenames**.
3. Use **email** services during lessons, except for schoolwork.
4. **Purchase** or plan purchases over the school internet link. Only use computers for educational purposes only.
5. Be in a computer suite without the supervision of a **teacher**, unless you are a sixth form student.
6. **Eat or drink** in computer suites.
7. Intentionally **waste, damage** resources or equipment. Do not play games that require rapid use of the keyboard.
8. Try to **access parts of the system that are clearly not meant to be available to you**; this is often called hacking. Always keep your **password secret** and **only ever use your own login** (a four figure number which will also serve as your examination number). Never help someone to use the network or Internet if they have been banned
9. Arrange to meet anyone through E-mail or the Internet; do not complete online forms without your teacher's consent. Never send your photo or real name via E-mail or the Internet.
10. **Fix anything which is not working, however simple the problem might seem**. Inform a member of staff if you notice something wrong with any equipment.

I have read and agree to follow the code of conduct for students' use of ICT Resources at St Mary's Catholic School.

Parents' Signature _____ Student's Signature _____

Family Name PRINTED _____ Date: _____

A copy of this document is in the student's personal organisers and all students are required to sign it at the beginning of the year.