

Codes of Conduct for the Use of ICT

Policy Type	Non-regulatory
Last Review	Summer 2017
Next Review	Autumn 2018

Codes of Conduct for the use of ICT

Code of Conduct – Senior School

This Code of Conduct has been authorised by the Governors and is addressed to all pupils. It is available to parents on request and parents are encouraged to read it. In drafting this policy, the School has consulted with parents, pupils and staff. The policy takes into account Becta guidance: AUPs in Context: Establishing Safe and Responsible Online Behaviours (AUPs: Acceptable Use Policies) and the DfE's guidance on Cyber-bullying in the guidance Preventing and Tackling Bullying. The policy relates to the use of all school IT systems, including but not limited to:

- PCs, laptops and iPads
- e-mail
- the internet
- Virtual Learning Environments such as SharePoint
- social networks, blogs, forums, discussion sites
- gaming sites
- mobile phones and smartphones
- lap-tops, netbooks, tablets/phablets
- devices with the capability for recording and / or storing still or moving images
- webcams, video hosting sites (such as YouTube)
- personal music players such as iPods
- handheld game consoles
- SMART boards
- other photographic or electronic equipment.

It also includes the use of personal devices (smartphones, laptops, tablets) in school.

It applies to the use of any of the above on School premises and also any use, whether on or off School premises, which affects the welfare of other pupils or where the culture or reputation of the School are put at risk. Staff are subject to a separate policy which forms part of their contract of employment.

This policy can be made available in large print or other accessible format if required

Aims

The aims of this policy are:

- to encourage pupils to make good use of the educational opportunities presented by access to the internet and other electronic communication;
- to safeguard and promote the welfare of pupils by preventing "cyber bullying" (see 3.1 below) and other forms of abuse;
- to minimise the risk of harm to the assets and reputation of the School;
- to help pupils take responsibility for their own e-safety (see 3.2 below);
- to ensure that pupils use technology safely and securely.

This policy sets out the requirements with which your daughter must comply when using the School's e-mail and Internet services and any other technology which may affect the School or members of its community. Failure to comply with this policy will constitute a disciplinary offence and will be dealt with appropriately within the School's disciplinary procedures. The School reserves the right to suspend or permanently remove your daughter's access to some or all of the School's ICT facilities and a serious breach of this policy may result in permanent removal from the School.

Monitoring

The School reserves the right to monitor the use of the IT systems. If it is discovered that any of the systems are being abused and/or that the terms of this policy are being infringed, appropriate disciplinary action will be taken.

E-safety means limiting the risks that children and young people are exposed to when using technology, so that all technologies are used safely and securely.

Property

Girls should treat any property belonging to the School with respect and reasonable care and report any faults or breakages to a member of staff.

Viruses

Girls should be aware of the potential damage that can be caused by computer viruses. Girls must not introduce or operate any programs or data (including computer games) or open e-mails from unknown or unidentifiable sources.

Passwords

Passwords protect the School's network and computer system. They should not be obvious, for example a family name or birthdays. Girls should not reveal their password to anyone. If you believe that someone knows your password you must change it immediately. Girls should not attempt to gain unauthorised access to anyone else's user area or to any information which you are not authorised to access.

Leaving workstations

If you leave your workstation for any period of time you should log off or lock your workstation.

Sanctions

Where a pupil breaches any of the School's protocols, the Governors have authorised the Headmistress to apply any sanction which is appropriate and proportionate to the breach including, in the most serious cases, expulsion.

Confiscation

Unacceptable use of electronic equipment could lead to confiscation in accordance with the School's Behaviour Policy.

Internet

Pupils are responsible for their actions, conduct and behaviour on the internet in the same way that they are responsible during classes or at break time. Use of technology should be safe, responsible and legal. Expulsion is the likely consequence for any pupil found to be responsible for material on his or her own or another website that would be a serious breach of School rules in any other context. Any misuse of the internet will be dealt with under the School's Behaviour Policy. If you witness misuse by other pupils talk to a teacher about it as soon as possible.

Unless negligent under the terms of this policy, the School accepts no responsibility to the pupil or parents caused by or arising out of a pupil's use of mobile phones, e-mail and the internet whilst at School.

Misuse

The School recognises the myriad benefits to using the Internet in an educational environment and indeed use of the Internet is actively encouraged. The Internet facility is provided for School related activities only. The School monitors the use of the Internet. If it discovers its use has been abused or is contrary to this policy, appropriate disciplinary action may be taken.

Filtering

The School provides a filtered Internet service. We have a very effective filter but, occasionally, the providers of undesirable material can find a way around a filter. The filtering service soon catches up but there is a small risk. Attempts to bypass or interfere with the School's filtering service will result in appropriate disciplinary action being taken.

Unsuitable material

Viewing, retrieving or downloading of any material that the School considers inappropriate will result in appropriate disciplinary action being taken.

Cyber-Bullying

By cyber-bullying, the School is referring to:

- Bullying by e-mail or texts or messages or images or calls or images on mobile phones or any other electronic means
- Use of cameras on mobile devices to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites (including social networking sites)
- Hi-jacking or 'spoofing' e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms or on instant messaging services

Pupils must not use their own, the School's or any other technology to bully others. Bullying incidents involving the use of technology will be dealt with under the School's Anti-bullying Procedures. If you think that you might have been bullied or if you think another person is being bullied, talk to a teacher about it as soon as possible.

Girls should be aware that cyber-bullying is generally criminal in character; that English law does apply to cyber-space and that Police reaction may vary. The School will endeavour to resolve all matters without Police involvement but parents of victims do have the right to seek Police intervention.

If there is a suggestion that a child is at risk of abuse or significant harm, the matter will be dealt with under the School's Child Protection Procedures. If you are worried about something that you have seen on the internet, talk to a teacher about it as soon as possible.

Personal safety online

Girls should never reveal their full name or any address or contact details online, even if communicating with known acquaintances. Girls should be aware that the potential exists for predators to remain entirely anonymous and easily pose as someone else. Girls should employ a healthy mistrust of anyone that they 'meet' online unless their identity can be verified. The use of chat rooms and social networking sites are not permitted in School.

E-Mail

Individual e-mail accounts are provided for School related purposes only. Reasonable personal use is allowed. For your own protection and that of others, the School monitors the use of e-mail and disciplinary action may be taken if inappropriate use of personal e-mails is discovered.

Training

You may only use e-mail and access the internet once you have received appropriate training from a member of staff. If, at any time after that, you are unsure whether you are doing the right thing, you must ask for help from a member of staff.

Status

E-mail should be treated in the same way as any other form of written communication. Anything that is written in an e-mail is treated in the same way as any form of writing. Girls should not include anything in an e-mail that is not appropriate to be published generally. Remember that even when you have deleted an email it can still be traced on the system. Do not assume that files stored on servers or storage media are always private.

Passwords are there to protect users. It is a serious offence to use the username and password of another user. Users should not reveal their password to any other user or member of staff. Impersonation of another user via email is a serious offence.

You must do all you can to protect the security of the School's computer network, and the security of networks belonging to others. In particular, this means being aware of the possibility of computer viruses and taking sensible precautions to avoid bringing them onto our system or passing them to others. You should tell a teacher if there is a failure in a technical safeguard e.g. if you are able to access something you should not be able to.

You must also try to protect personal and confidential information about yourself and others, even if you receive or come across this inadvertently. Receiving or using this kind of information may be unlawful under data protection legislation and laws relating to confidentiality.

Inappropriate use

Any e-mail message which is abusive, discriminatory on grounds of sex, marital or civil partnership status, race, disability, sexual orientation or religious belief, or defamatory is not permitted. The School will take no responsibility for any offence caused by you as a result of downloading, viewing or forwarding inappropriate e-mails.

You must not bring the School into disrepute through your use of e-mail, mobile devices or your access to the internet. For example, you must not send or ask to receive anything which you believe the Headmistress and / or your parents would find inappropriate for a pupil at Haberdashers' Aske's School For Girls.

Legal proceedings

You should be made aware that e-mails are disclosable as evidence in court proceedings and even if they are deleted, a copy may exist on a back-up system or other storage area.

Jokes

Trivial messages and jokes should not be sent or forwarded using the School e-mails system. Not only could these cause distress to recipients but could also cause the School's network to suffer delays and/or damage.

Monitoring and review

All serious e-safety incidents will be logged in the E-Safety Book.

The Headmistress has responsibility for the implementation and annual review of this policy, in consultation with parents, pupils and staff. The Headmistress will consider the record of e-safety incidents and new technologies. The Headmistress will consider if existing security procedures are adequate.

The Headmistress will make an annual report to the governors on the effectiveness of the School's Acceptable Use Policy and associated procedures.

Senior School ICT Code of Conduct (Senior School Students)

- I will use school technology responsibly and sensibly for school purposes only.
- I will only log on to the school network with my own username and password.
- I will not share my school username and password with anyone else.
- I will only open/delete my own work/files.
- I will only open emails and attachments from people I know.
- I will not attempt to bypass the school's internet filtering system.
- I will not attempt to access or delete school data or damage school IT equipment or systems.
- I will not deliberately browse internet sites or view content that is illegal or considered offensive.
- I will not download, upload or post aggressive material to the internet at any time.
- Any messages I send, posts or comments I make, will be polite and respectful.
- I will only communicate online with people I know.
- If I have any concerns or receive inappropriate messages, I will report immediately.
- I will not publish personal details or those of my fellow pupils or members of staff on the internet without their permission.
- When online, I will keep my personal information private ensuring my privacy settings are set correctly when using any social network.
- I understand that my use of school systems may be monitored and logged and can be made available to my teachers.
- I will not bring food or drink into IT areas.
- I will be responsible for my behaviour when using technology because I know that these rules are to keep me safe.
- Any breach of these rules may lead to the withdrawal of ICT facilities and appropriate disciplinary action taken.

KS2 Computing Code of Conduct for safe and enjoyable use of our technology

- I will use school technology responsibly and carefully for school purposes only
- I will only access the school network using my own username and password
- Passwords and passcodes help protect us, I will keep mine private
- I will only open or delete my own work/files
- Where possible, I will ask before taking someone's photo and before editing or sharing their image
- I will ask permission before accessing a website, unless a member of the teaching staff has already approved that site
- I will not deliberately look for, save, or send anything that could be unpleasant or nasty
- Before uploading or downloading files or apps/programs I will ask a member of staff
- If something upsets or worries me, or I receive messages I do not like, I will tell a member of staff immediately
- I will only open emails, messages and attachments from people I know, or my teacher has approved
- I will communicate only with people I know, or my teacher has approved
- Any messages I send, posts or comments I make, will be polite and respectful
- I will not bring a memory stick or other storage device into school
- I know that the school may check my computer files and may monitor the websites and internet services I use
- I will be responsible for my behaviour when using technology because I know that these rules are to keep me safe
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or other technologies

Rainbow and KS1 Computing Code of Conduct for SAFE and enjoyable use of our technology

S

I will use school computing equipment **sensibly**

I will use my username and password/code only

A

I will use the Internet and email with an **adult's** permission

All of my messages and comments will be kind

Anything I look for online will be **appropriate**

I will **ask** before taking or sharing someone's photo

F

If something upsets or worries me I will tell an adult immediately

I will only communicate online with people I know

E

I will **keep** my personal details private

I know that these computing rules are to **keep** me **SAFE**

iPad Code of Conduct

- [new code of conduct to be added]

Bring Your Own Device (BYOD) Code of Conduct

- Your BYOD device should be used in accordance within the broader context of this Code of Conduct for the Use of ICT. If this is breached then you will lose the privilege of using the device in school.
- You may use a mobile phone or a suitable tablet for organisation, making notes, emailing and internet access during a lesson **at the teacher's discretion**. You may also use your device at break and lunchtime for the same purpose.
- Devices may not be used in school corridors or the dining room.
- You will be able to use the school's wireless network, email and internet access on your device.
- You may not make any phone calls on your phone during the school day. In an emergency, please contact the School Office in the usual way.
- You are responsible for your own device; the school cannot take responsibility for its loss.
- If there is a problem with your device, the IT department will not be able to configure, support or fix it.
- You may connect your device to PCs in school but no software can be installed to access the content of your device.
- You will not be able to charge your own devices in school and no leads or chargers will be available to you.
- If there is a need to take photographs or videos in school they must not be used inappropriately.
- Usage will be monitored.

