CODE OF CONDUCT FOR THE USE OF IT EQUIPMENT

All pupils are allocated a user ID and a password to be used to log on to computers on the school network and to access the internet and the school email. These details, particularly passwords, are to be kept confidential from other pupils at all times and care must be taken to ensure this.

The school utilises software to monitor misuse of the network and pupils must observe the following:

1. School computers and peripheral equipment must be treated respectfully at all times.

2. When using the school computers, pupils must only use their school email address and must not attempt to establish or use any unauthorised email, hotmail or messaging address. Members of the Sixth Form have access to any of their personal web-based email.

3. The use of obscene language in any communications, and the sending or displaying of offensive messages or pictures will not be tolerated.

4. No attempt must be made to locate or open internet sites containing the following: pornographic or sexually explicit material; violent or incitement to hatred material; hacking sites; coursework downloads; chatrooms; unauthorised social networking sites or similar sites.

5. No attempt must be made to 'hack' into any file or folder belonging to any other individual, or to open or modify any school computer hardware.

6. Only authorised software is to be loaded onto the school computers and this will be undertaken by or done under the direction of an appropriate member of staff.

7. Personal laptop computers will be subject to scrutiny to ensure that no inappropriate material is held. They must not be connected to the school network at any time. Points 3 and 4 above also apply to any personal laptop with independent access to the internet, and any pupil wishing to use a laptop with independent access to the internet must sign the school's Acceptable Use Policy.

In the event that a pupil is found to have broken any of these rules, they will be banned from using the computers for a period of two weeks by having their

password removed. Second or subsequent offences will result in pupils losing their passwords and access to computers for extended periods. Persistent and serious abuse of the network will be considered as a major disciplinary issue and may lead to suspension and/or expulsion.

Last updated by IT Spring 2012.

To be reviewed Spring 2013.

Tring Park School for the Performing Arts
Information and Communications Technology
Acceptable Use Policy for Internet use and Social Networking sites

General

- Pupils are responsible for good behaviour on the Internet and Social Networking sites, just as they are in a classroom or a school corridor.
- The Internet, primarily, is provided for pupils to conduct research and back-up their work. Access is a privilege not a right and that access requires responsibility. Individual users of the Internet are responsible for their behaviour and communications over the network. Users must comply with school standards and honour the agreements they have signed, in particular not to do anything that might bring the school's name into disrepute.
- This policy supports the Code of Conduct for the use of IT equipment in the School Rules.

Matters specific to the use of Internet and Social Networking sites

- Do not upload/send personal addresses, telephone/fax numbers or photographs of anyone (staff or pupils) at the school.
- Use of names of pupils, or photographs of students, will require parents to have been informed about such use.
- Do not download, use or upload any material which is copyright. Always seek permission from the owner before using any material from the internet. If in doubt do not use the material.
- Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate context.
- Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed. Do not state anything which could be interpreted as libel.
- BE AWARE THAT ANYTHING YOU POST WILL REMAIN IN THE PUBLIC DOMAIN FOR EVER. Employers are known to look up prospective candidates for jobs, and you should avoid posting anything that may cause you embarrassment in the future.
- Do not do anything that might bring the school's name into disrepute.
- Ensure that you have followed the correct procedures for using the Internet.
- Report any incident which breaches these rules to the IT Network Manager or Deputy Principal.
- When applicable, police or local authorities may be involved and, if necessary, external agencies such as Social Networking or Email Member sites may be contacted and informed.

Last updated by IT Spring 2012.

To be reviewed Spring 2013.

I have read and agree to abide by the rules stated in the I.C.T. Acceptable Use Policy. I understand the consequences if I do not.

Name: _____ Signed: _____

Date: _____