

## ICT Code of Conduct – Pupils

This code of conduct applies to the use of all Information and Communication Technologies used at Silcoates School, including the use of personal and school learning devices (Chromebooks).

The school has the right to monitor any aspect of the system in order to preserve its security and integrity. All devices are also subject to routine monitoring by school staff. Students must provide access to devices being used by them, whether personal or provided by school, should this be required by a member of staff.

The school ICT infrastructure is provided for pupils to conduct research, aid communication and support learning. Access is a privilege and school reserve the right to withdraw provision in the event of inappropriate use.

Pupil use of technology within school is also regulated by the E-Safety, Social and Digital Policy and Mobile Phone Policy, as published on the School's website.

### General:

- Pupils must only enter a computer room when a member of staff is present.
- No food or drinks are allowed in ICT areas.
- Pupils must report the discovery of any offensive material to their teacher or ICT Support Staff.

The following activities are strictly forbidden:

- Sending or displaying offensive messages, images or recordings.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging ICT devices, systems or computer networks.
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources.
- Accessing inappropriate websites.
- Hacking or accessing unauthorised areas of the network.
- Intentionally distributing viruses throughout the network.
- Any activity which could cause harm or offence to others.



## **Network/File Management:**

- Only files relating to learning should be stored on pupil home drives or school Google drives. Prohibited items will be deleted by the Network Manager.
- Pupils are responsible for any work that is saved on school computers. The school accepts no responsibility for work that is lost or deleted.

## **Personal and School Learning Devices:**

The IT Department can assist users to join the wireless network from their device. However, staff are not responsible for supporting personal devices, via either hardware or software.

- Users are responsible for their own devices; any damage or loss is not the responsibility of the School.
- Learning devices provided by School (Chromebooks) must be used in accordance with the applicable loan agreement and acceptable use policy, in addition to the terms of this Code of Conduct.
- Users may not photograph, film or record any other person without that person's consent.
- Users must not make any attempt to bypass the School's network security. This includes the use of programs or software such as proxies and other methods.
- Users must not connect any personal device to the school network via a network (Ethernet) cable.
- Personal devices must not be used to broadcast SSID or personal hotspot information. Only the SSIDs setup by the School may be used to access the Internet.
- Charging of personal or school learning devices at school is not permitted; pupils should ensure any device is fully charged before bringing it to school. Pupils should ensure that chargers are left at home and school equipment must not be turned off or unplugged to accommodate the charging of a personal device.
- Personal mobile phones may only be used in accordance with the published Mobile Phone Policy.

## **E-Mail:**

E-mails are filtered for inappropriate content. Attachments to e-mails will be scanned for viruses and checked for content.

## **Social Networking:**

The following rules apply to the use of social networking sites on the Internet, whether access is from home or school:

- Sending inappropriate, suggestive or abusive messages is forbidden.
- Pupils should only use social networking sites in safe and productive ways.



- Pupils are discouraged from publishing private information or media which might be considered hurtful, harmful or defamatory.
- Pupils must not publicly discuss other pupils, parents or members of staff or criticise school policies or personnel, or make public any posts which are likely to bring the school's name into disrepute.

Pupils will learn about safe ways of using social media as part of the wider e-safety programme covered in ICT lessons, Personal Development lessons, tutor time and the assembly programme.

## **Filtering & Monitoring**

School uses a number of automated systems to monitor content on all school computers, on any device using the school network, and on Chromebooks whether in school or at home. It is important that all pupils read and understand policies designed to keep everyone safe when using ICT. The school also uses filters to prevent access to harmful content. If pupils need access a site for educational purposes and believe that it has been blocked in error, they should report this to a teacher.

## **Sanctions**

Violations of this code of conduct may result in a temporary or permanent ban on Internet use or use of school ICT equipment. Additional disciplinary action may be taken in the event of inappropriate language or behaviour. In serious circumstances, external agencies such as the police or local authorities may be involved.

## **Pupil ICT Agreement**

On entering the School, pupils are expected to sign an agreement, which states the following:

The School has provided ICT facilities to help your learning.

- I will only access school systems and my device with my own login and password, which I will keep secret.
- I will not access another person's device or storage area, or interfere with other people's work or files.
- I will use my Internet access for school work and homework.
- I will not waste time in lessons using my device for non-learning activities.
- I will not behave in a way that can cause damage to devices or ICT equipment.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent or teacher has given permission.
- I will report any unpleasant material or messages sent to me.



- I will ensure that I bring the device to school when required and that it is fully charged at the beginning of the school day.
- I will not use a charger in school.
- I will not make any attempt to bypass the School's network security, or connect any inappropriate cables or wiring to the network.
- I will not use my personal device to broadcast SSID or personal hotspot information.
- I understand that the School may check my files and may monitor the Internet sites I visit in school and any other activity carried out while connected to the school network.
- I will abide by the Code of Conduct for the Use of ICT Facilities at Silcoates School.

## **Pupil Remote Learning [Live Streaming] Agreement**

Where it is necessary for pupils to use live streaming for the purpose of teaching and learning, pupils must additionally read and agree to the following code of conduct:

- I will treat all teachers and pupils with respect, following any instructions issued by the teacher
- I will arrive punctually to all scheduled live sessions
- I will conduct live meetings from a suitable room, NOT a bedroom or bathroom
- I will dress in clothing that would be appropriate for a school setting
- I will use either no background, or a plain one (no images or scenes)
- I will not draw on, or add anything to the screen unless invited to do so by the teacher
- I will not record the session

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

<b>Reviewed by:</b>	Mrs Redfearn – Assistant Head (Teaching and learning) Mr Evans – Deputy Head (Pastoral)		
<b>Date of last review:</b>	January 2024	<b>Date of next review:</b>	April 2024

