Computing - Code of Conduct for Users 2016
Windmill Hill Academy

The An Daras Multi Academy Trust (ADMAT) Company

An Exempt Charity Limited by Guarantee

Company Number/08156955

Status: **Approved**	
Recommended	
Statutory	Yes
Version	v1.1
Adopted v1.0	**Feb 2012**
Reviewed and approved as v1.1	**March 2016**
Next Review	**March 2017**
Advisory Committee	Local Governing Advisory Body
Linked Documents and Policies	WHA Computing Policy
	ADMAT Acceptable Use of IT Policy
	WHA Password Policy
	WHA Filtering Policy
	WHA E-Safety Policy
	WHA Child Protection and Safeguarding Policy
	WHA Behaviour Policy

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The school network and the internet provide a valuable tool in accessing resources to enhance the learning experience. Internet access is filtered and monitored to remove many harmful or offensive websites, but the following rules must be followed when using computers and mobile devices in order to protect you and others from risk. Please read in conjunction with the ADMAT Acceptable Use of IT Policy.

Using the School's IT Facilities
All pupils should use IT facilities responsibly and are expected to accept the following principles:
- I will only use the IT facilities in school, including internet, email, mobile technologies etc. for school purposes
- I will only log onto the school network with my own user name and password
- I will not share my school password with anyone else and I understand that the school will never send me an email requesting my school network password
- I will not download or install software on school IT equipment without permission
- I will never post aggressive or offensive material on the Portal or the web at any time
- I will not attempt to bypass the internet filtering system
- I will not bring food or drink into the computing suite

Responsible Behaviour
- I will make sure that all IT communications with pupils, teachers or others are responsible and sensible
- I will not use email, digital photography or the Internet to harass or cause offense to my fellow pupils, staff or others (whether inside or outside the school). Such action may be viewed as cyber bullying, which is strictly forbidden
- I will ensure that my online activity, both in school and outside school, will not cause the school, the staff, pupils or others distress or bring the school into disrepute
- I will respect copyright and understand that, particularly in respect of word processing, downloading directly from the Internet without proper acknowledgment is plagiarism
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my Parent/Carer will be contacted. Possible sanctions include removal of access to the school's IT facilities for a period of time. In the case of a serious breach of this policy, an investigation into misconduct may lead to suspension or even expulsion.

Online Safety
The school understands the value of social networks and digital communication and that they have become an integral part of how young people socialise and interact. The following guidelines have been drawn up for your own safety. You are encouraged to come forward if you are worried, uncomfortable or upset by something that may have happened to you online, or by something you yourself may have done.

- I will not give out personal information such as my home address, telephone number, password or any other personal information in a social network profile
- I will not publish personal details or those of my fellow pupils or members of staff, on the Internet or any social networking site without their permission and understand that I may be asked to remove postings or pictures which cause offence or upset my fellow pupils or other members of the school community
- I will not arrange to meet someone who I only know online without a Parent/Carer being present.
- I understand that online contacts may lie about their identity. I know that information on the internet can be unreliable. I will be very cautious about who and what I believe
- I will ensure that when using any social network my privacy settings are set correctly

- If anything makes me uncomfortable or worried, I know that I can share this with a teacher or parent without being blamed

I understand that my use of the school systems may be monitored and logged and can be made available to my teachers. Any breach of these rules will be dealt with in accordance with the school's Behaviour policy and may lead to the withdrawal of IT facilities and/or in the case of serious misconduct, may lead to exclusion from the school. I have read this document and understand the content.

Code of Conduct agreed by the Local Governing Advisory Board – March 2016
Next review – March 2017

Print Name…………………………………………………………………….

Signed…………………………………………………………………….

Date…………………………………………………………………….