

Review date: September 2022  
Next review: September 2023  
Responsibility: MW, AB

# Bishop Challoner School



## ICT Code of Conduct/e-Safety Rules for Preparatory Pupils

# Bishop Challoner School

## Preparatory Pupil Acceptable Use of ICT Agreement / e-Safety Rules

Your agreement to abide by the following guidelines ensures your safety and the efficient functioning of the school's ICT facilities:

### **Definition**

The ICT Facilities at Bishop Challoner School are defined as computers, the software, monitors, keyboards, mice, printers, scanners, cameras, camcorders and any other electronic device or item. The ICT facilities at Bishop Challoner School also include: Telephones, mobile phones, televisions and DVD players and any other electrical device. Internet and e-mail are also included as ICT facilities.

### **Copyright**

- I must not copy work from other people. If I use the internet for research I must put the research into my own words.

### **Storage Areas and Care of Equipment**

- I will be responsible for the 'housekeeping' of my network storage area, which is for saving school work
- I will make sure my USB is not damaged and will take care to avoid viruses
- I will use the ICT facilities with care
- I will avoid interfering with cables and software settings
- I understand that eating and drinking is strictly forbidden in all ICT areas

The school has the right to review files and electronic communications to ensure that you are using the system responsibly.

### **Printing**

- I will get permission from the teacher before using any printer
- I will only make printouts with permission and take care to avoid wasting paper

### **Time wasting**

- I understand that the ICT facilities at school must be used solely for school related work. The playing of on-line games is not permitted, and is blocked by the web filtering system

### **Mobile Phones**

- I understand that I am not allowed to use a mobile phone while I am at school (including the playground). I understand that if I need to bring a mobile phone to school, it must be handed to a teacher for safe keeping during the day

### **Online behaviour**

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes. I will keep to the school rules when using my own devices
- I will not download or install software/programme onto the school ICT equipment without permission
- I will only log on to the school network/ learning platform with my own user name and password
- I will follow the school's ICT security system and not reveal my passwords to anyone
- I will only use my school e-mail address when using school equipment
- I will only send e-mails that are approved by a member of staff

- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible. I will never post aggressive or offensive material on the system or the web at any time
- I will respect the privacy and ownership of others' work on-line at all times
- I will never download a program from the internet without permission from a teacher
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not attempt to bypass the internet filtering system.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school into disrepute. For example, Social Networking Websites
- **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 / guardian may be contacted.**

#### **Online Safety at All Times**

- I will be very careful about giving out personal information such as name, phone number or address online. I will not post my information in a social network profile so that anyone can see it
- I understand that online contacts may lie about their identity. I know that information on the web can be unreliable. I will be very cautious about who and what I believe. I will not arrange to meet someone I only know online
- Images of pupils and / or staff will only be taken, stored and used for school purposes in line with school policy. I will not distribute images outside the school network without permission
- I will support the school approach to online safety and not deliberately upload or send any text, images, video, or sounds that could upset or offend any member of the school community
- I understand that all my use of school systems is monitored and logged and can be made available to my teachers
- **If anything makes me uncomfortable or worried, I know that I can share this with a teacher or parent without being blamed**

*This list is not exhaustive and behaviour that is considered inappropriate will be dealt with on a case by case basis.*

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#### **Preparatory Pupil Acceptable Use of ICT Agreement / e-Safety Rules**

I confirm that I have read and understood this Code of Conduct and that this signed document will be placed in my personal file. I am aware that any significant and deliberate breach of this Code might lead to disciplinary action being taken, and/or prosecution.

Pupil Signature \_\_\_\_\_

Name \_\_\_\_\_ (BLOCK CAPITALS)

Date \_\_\_\_\_

As the parent or legal guardian of the pupil signing the above, I give permission for him/her to use the Internet and e-mail. I understand my son/daughter will be held accountable for his/her actions. I accept responsibility for setting standards for him/her to follow when selecting, sharing and exploring information and media.

Name \_\_\_\_\_ (BLOCK CAPITALS)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return to the school office**