

### **Code of Conduct for use of Acklam Grange School's Internet and email facilities.**

The code of conduct applies at all times in and out of school times, whilst using school equipment. E-mail and Internet access will be provided for you to conduct research and enhance your learning opportunities; but only on the understanding that you agree to follow this code.

**At all times you should use the school network and the Internet in an appropriate and responsible manner.**

The Code:

You should:

- Only access sites that are appropriate for use in school. This also applies outside lesson times.
- Be aware that others can see your actions on the network, when using e-mail or on the Internet.
- Be aware that information on an Internet web site may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it.
- Be careful what you say to others and how you say it. Never give out your name, telephone number, address or any other personal information about yourself or others to any strangers you write to or talk with on the network or the Internet. Never arrange to meet strangers who approach you whilst you are on the computer; anyone can pretend to be someone else. Someone pretending to be your friend may not have your best interests at heart.
- Treat others, as you would expect to be treated. For example, show respect and be polite.
- Respect copyright and trademarks. You cannot use words and pictures that you see on an Internet site without giving credit to the person that owns the site. You must not copy text or pictures from the Internet and hand it in to teachers as your own work.
- Respect the rooms and the equipment and report any problems to a member of Staff.
- Always check with your teacher before sending e-mails, downloading files, opening e-mail attachments or completing questionnaires or subscription forms.

You should not:

- **Tell anyone your password or try to use someone else's password.**
- Send, access or display offensive messages or pictures.
- Use or send bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority.
- Waste resources, this not only includes time, paper and ink but also includes bandwidth, so you must keep emailing to the minimum.
- Use games sites, chat rooms, forward chain emails, download music and use mobile phone sites.
- Download .exe files or games or try to load unauthorised software onto a computer.
- Bring food or drink into the computer areas.

Please Note:

All user areas on the school network will be monitored closely and Staff will review your files and communications to maintain system integrity.

Failure to follow this code will result in loss of access and further disciplinary action, including being banned from using the internet/network completely. Visitors should note that the school reserves the right to inspect, for inappropriate images and materials, any mobile devices which are brought onto site by pupils, staff and all other users and visitors to the site.

**Always tell an adult if you ever see, hear or read anything, which makes you feel uncomfortable while using the Internet or e-mail. You will not be blamed and your prompt action may protect others. This applies at home, in school or elsewhere.**