

Borden Grammar School Computer Network Pupil's Code of Conduct

To ensure that pupils are fully aware of their responsibilities when using the school's ICT systems, they are asked to sign this code of conduct. If in any doubt, pupils or their parent/carer should approach a member of staff or contact the ICT department for a clarification.

- I understand that the network and computer systems provided are the school's property and that the school has the right to set rules as to how they are used. I also understand that the system administrators have the right to monitor desktop PC activity to ensure that computers are being used responsibly.
- I understand that it is a criminal offence to use the school's information systems for any purpose not permitted by its owner. I also understand that the school has the right to pass on information to the relevant authorities should criminal activity be discovered.
- I understand that the usage of ICT systems in school includes the use of mobile phones, PDA's, digital cameras, email, media players, social networking etc., and that these rules also include the use of personal digital equipment, i.e. 3G connected phones and laptops/netbooks while on school property.
- I understand that the school's ICT systems are provided for educational purposes. This does not include the playing of games that are not authorised or provided by the school. While we encourage the use of personal storage devices such as USB memory sticks, mobile phones, media players etc., for transferring work files to and from school, such devices containing executable files including flash games, portable programs etc., **MUST NOT** be connected to any school computer as they may contain viruses, spyware or other malware intended to cause instability or breach the school's ICT system security. The school reserves the right to confiscate any such equipment and/or permanently delete any unauthorised or potentially hazardous files without prior permission of the equipment's owner. This may be carried out using remote access via the schools network.
- I understand that when I am away from a computer logged into my user account I should take steps to ensure it is secure, e.g. locking the screen.
- I understand that I am responsible for the security of my password and access to my computer system account. I also understand that network and email usage are monitored to maintain a safe school environment and that I will held responsible for any activity carried out on a computer logged in on my account.
- I understand that copyright and other intellectual property rights must be respected.
- I understand that I must not try to access other people's files.
- I understand that the sending of anonymous messages or emails, the forwarding of chain letters and any activity that may be considered to be bullying is strictly forbidden.
- I understand that breaking the rules listed above may lead to me having restrictions placed on my computer use including the removal of my access to the Internet, and/or the school system as a whole.*
- I understand that I must inform a member of staff if I am concerned about another students on-line activities or am worried that they may be in danger.
- I understand that I must not give out my home address, home or mobile phone numbers, or arrange to meet someone via the Internet without the permission of my parent, a carer or teacher,.

By signing this agreement, you accept the rules shown above. The school reserves the right to take whatever measures are necessary to maintain the security and safety of both staff and pupils using the school's systems.

Please sign below and return one copy and keep one copy.

I have read, understood and accept the conditions listed above:

Signed: _____ Print Name: _____ Form: _____ Date: _____

Parent's Signature : _____ Print Name: _____