

## USE OF THE SCHOOL'S COMPUTER RESOURCES

### CODE OF CONDUCT

This code applies to **all users** of information and communication technology at The Duston School.

#### **I will:**

- Keep my password safe, change it as necessary and not reveal it to anyone else.
- Treat the ICT facilities with care and leave the area clean and tidy when finished.
- Only use the school's facilities for work related to school such as subject work, homework and coursework.
- Only print material as instructed by members of staff.
- Only use the internet as directed by members of staff.
- Use email sensibly and constructively using good English.

#### **I will not:**

- Use the ICT facilities to access offensive or unacceptable material (such as pornography, violent or racist material).
- Use email to send or receive offensive or unacceptable material.
- Gain, or attempt to gain, unauthorised access to any part of the school's ICT system.
- Make, or attempt to make, unauthorised changes to any computer document or file.
- Have food or drink around ICT equipment.
- Download computer documents/files (including games, video clips, sound) without permission.
- Breach copyright regulations.
- Deliberately place a virus, or other inappropriate programme, onto the school computers.
- Download music, video or other material of a non-educational nature.

#### **I understand that:**

- The school runs auditing software, which records the actions each user makes including logging any web-sites visited.
- Email is continually monitored and random checks may be made on user areas.
- The school may look at any files and data held in user areas.
- Use of the computer network, the internet and email is a privilege which may be withdrawn if abused and further sanctions may follow.
- Use of the school's facilities for any unauthorised activity that may be a criminal offence under the Compute Misuse Act (1990) will be treated as such by the school, and the appropriate authorities may be notified.



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**Code of Conduct**

I have read and agree to abide by the Use of Computer Resources Code of Conduct.

Name of Child:.....(please print) Yr/Form:.....

Signature of Parent:..... Date:.....

**MUST BE RETURNED BEFORE ANY STUDENT IS PLACED ON ROLL**