



Brescia House

SCHOOL

POLICY DOCUMENT

CODE OF CONDUCT - ICT

This code of conduct applies to all users of Information and Communication Technology at Brescia House School. This code of conduct is not intended to be exhaustive and use of the network and Internet should always be carried out in a responsible and appropriate manner.

Pupils are responsible for good behaviour on the network just as they are in the classrooms or in the school grounds. Access to network services is given to pupils who agree to act in a considerate and responsible manner. Access is a privilege and not a right. Users must comply with the school standards and honour the agreements they have signed. Beyond the clarification of these standards, the school cannot be held responsible for the monitoring and controlling of the communications of individuals utilising the computers. However, violation of the school Information Technology policy will result in the loss of computer privileges as well as other disciplinary or legal action if necessary. Network administrators may review and inspect files to maintain system integrity and ensure that individuals are using the system responsibly. Users should not expect that files stored on the school servers would be private. Within reason, freedom of speech and privacy will be honoured. During school hours pupils will be instructed, guided and supervised in the correct use of the Internet and electronic mail. Outside school, families bear a similar responsibility to guide their children in the use of the Internet in the same way they would the use of any other information source

All users agree to the following rules and conditions:

1. ICT equipment, fixtures and furniture is to be respected at all times.
2. No food or drink is allowed in the ICT room.
3. All mobile phones must be switched off in the ICT room.
4. All passwords are to be kept safe and not revealed to anyone else.
5. All work should be saved in the allocated folder on the network and each user must log off once they have completed their work. Files that are no longer required must be deleted.
6. Conduct must be quiet and orderly at all times
7. Any user seeking to gain access to, modify or delete files belonging to another user will be regarded as guilty of theft and punished accordingly. Any user found to be logging on or attempting to log on using a different user's log-on name will be similarly punished.
8. Any user, gaining or attempting to gain, unauthorized access to any part of the school's ICT system will result in disciplinary action.
9. Downloading of executable files, games, videos, music or any offensive material is not allowed. The internet must be used for school related activities and access to pornographic, satanic, racist or other offensive sites is strictly forbidden. The general school code of conduct is the guideline to be used here.
10. Similarly, loading of any software without the permission of the IT administrator is not allowed.
11. Listening to music or media streaming (watching videos) is not allowed unless directly related to a class activity.
12. Email must be used responsibly. Chain mails must not be forwarded and email must be written sensibly and using good English. Spamming or pranking of other users is not allowed, including the use of obscene, attacking or insulting language.

13. Messaging programmes and chat rooms may only be accessed with the permission of the teacher on duty.
14. Changing of any computer settings including the desk top is not allowed
15. Copyright regulations must be closely adhered to – if in doubt ask the librarian
16. Permission must be requested before printing any material
17. Computers must not be used for commercial or personal use.
18. Memory sticks and CD's are permitted for storage of school documents and must be checked by an anti-virus system before use on the network.
19. Instructions issued by the network technician and computer teacher must be adhered to and cooperation and respect is required at all times.

In addition all users understand the following:

- The school runs auditing software and remote access control which records the action of every user including any web sites visited
- Email is continually monitored and random checks can be made at any time
- The school may look at any files or any data saved in user folders and may delete them if deemed necessary
- Information on the Internet may be biased or inaccurate. Use of pictures and text must respect copyright regulations and permission for use must be requested if necessary.
- Personal information – name, address, cell number – must not be given to any person on the Internet or in a chat room. Never arrange to meet strangers who approach you whilst you are on the computer. Always tell a teacher or another adult if you see, hear or read anything that makes you feel uncomfortable whilst using the Internet or email.

Information and Communication Technology Acceptable Use Policy for Brescia House School:

Use of e-mail and Internet at Brescia House is available only to Brescia House pupils who have signed and returned the required undertaking and form, which is available through the Resource Centre.