ICT Code of Conduct for Pupils

Action	Policy to be reviewed annually		
	Owner	Date	Completed
Reviewed	P Vanni	April 2016	✔
Reviewed	Education Committee	10 May 2016	✔
Approved	Board of Governors	14 June 2016	✔

To be published on the following:	
Staff & Pupil Portal	✔
School website	✔

Introduction

The ICT Code of Conduct for Pupils extends the principles and expectations set out in the School's Behaviour policy and should be read by both pupils and parents.

The school network and the internet provide valuable tools to support learning and the School recognises that social networks and digital communication are an integral part of how many of us socialise and interact.

At St Paul's we aim to encourage a sense of responsibility for ourselves and others and this encompasses not just how we behave in the real world but also how we communicate online and use technology responsibly.

When using the School's computers and wireless network, internet access is filtered and monitored to remove many harmful or offensive websites.

The rules and guidelines set out below should be followed when using school computers, when using your own device and when representing St Paul's. Keep in mind that even when using social media and public blogs and forums that you may still be representing the School.

Responsible Behaviour

The following principles should be followed at all times when using school computers or your own device, whether in school or at home.

- ✓ I will make sure that all ICT communications with pupils, teachers or others are responsible and sensible.

- ✓ I will ensure that my online activity, both in school and outside school, is respectful and will not cause the School, the staff, pupils or others distress or bring the School into disrepute.

- ✓ I will not deliberately browse internet sites or view content that is illegal, violent or considered offensive (for example material that is racist, sexist or that promotes violence, terrorism, religious extremism or discrimination) or that undermines fundamental British values: (democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith)

- ✓ I will not download, upload or post aggressive or offensive material to the internet at any time (for example material that is racist, sexist or in any way discriminatory or liable to incite violence or hate crimes).

- ✓ I will not use email, digital recording or post any information on the internet to harass or cause offense to my fellow pupils, staff or others (whether inside or outside the school). Such action may be viewed as cyberbullying, which is strictly forbidden (see 'Being a member of the St Paul's community').

- ✓ I understand that these rules still apply when posting content anonymously, particularly when the content may cause offense or can be linked back to a member of the school community.

- ✓ I will respect copyright and understand that submitting work downloaded directly from the Internet without proper acknowledgment may invalidate my marks (see the Plagiarism policy).

- ✓ 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 will be contacted. Possible sanctions include detentions or removal of access to the School's ICT facilities for a period of time. In the case of a serious breach of this policy, an investigation into misconduct may lead to suspension or even expulsion. Some activity may be illegal and lead to referral to the Police and result in prosecution, such as in the case of hacking, harassment or the creation and distribution of illegal images (for example 'sexting').

Using the School's ICT Facilities

The following principles should be followed when using school computers, the school's wireless network and all school systems including the Portal and email.

- ✓ I will only log on to the school network, Portal or email with my own username and password.

- ✓ I will not share my school username and password with anyone else and I understand that the school will never send me an email requesting my school password.

- ✓ I will not download or install software on school ICT equipment or make changes to content on the Portal without permission.

- ✓ I will not attempt to bypass the School's internet filtering system.

- ✓ I will not attempt to circumvent the School's IT security controls, access or delete school data or damage school IT equipment or systems.

- ✓ I understand that my use of school systems may be monitored and logged and can be made available to my teachers.

- ✓ I will not bring food or drink into the ICT Rooms.

Using Your Own Devices in School

The School allows girls to use their own devices (laptops, tablets, mobile phones etc.) around the school site outside of lesson time. They may only be used during lessons for educational purposes and subject to the teacher's permission. The following principles should be followed at all times.

- ✓ I understand that use of my own device in school is a privilege and is reliant on me using my device safely and responsibly.

- ✓ I understand that use of my device in school is entirely at my own risk and it is up to me to ensure that my device is not damaged, lost or stolen. I acknowledge that the school accepts no responsibility or liability for the safety of my device.

- ✓ I will only use my device in lessons for educational purposes as directed by my class teacher.

- ✓ I will not use my device to record a lesson without the teacher's permission.

- ✓ I will not use my device to take photos, or make audio or video recordings without the express permission of the individual(s) being photographed/recorded.

- ✓ I will not post photos or recordings online without the express permission of the individual(s) being photographed/recorded.

- ✓ I will only connect my device to the appropriate wireless network (called "SP-BYOD") as directed by the IT department.

- ✓ I will only connect using my own school network username and password and I will not connect someone else's device to the School's wireless network using my username and password.

- ✓ I will ensure that my device is password protected and has up to date antivirus software and security updates.

- ✓ I understand that the IT department will help me connect to the School's wireless network and access school systems such as the Portal and email but cannot provide support for my device.

- ✓ I will only use my device in accordance with the rules set out above and the School's Behaviour policy.

- ✓ I understand that if I fail to follow these rules that my device may be confiscated and I may no longer be able to use my device in school. Confiscated devices will be returned at an appropriate moment following a conversation with my head of year or the Director of School.

Online Safety

The School understands the value of social networks and digital communication and that they have become an integral part of how young people socialise and interact. The following guidelines have been drawn up for your own safety. You are encouraged to talk to a teacher if you are worried, uncomfortable or upset by something that may have happened to you online, or by something you yourself may have done.

- ✓ I will not give out personal information such as my home address, telephone number, password or any other personal information while online.

- ✓ I will not publish personal details or those of my fellow pupils or members of staff on the Internet without their permission.

- ✓ I will not retaliate or reply to offensive emails or messages but instead will block or report them.

- ✓ I will only add people I know and trust to friends/follower lists and be cautious when speaking to someone who I only know online.

- ✓ I will not arrange to meet someone who I only know online without a parent / guardian being present.

- ✓ I understand that online contacts may lie about their identity. I know that information on the internet can be unreliable and I will be very cautious about who and what I believe.

- ✓ I am aware that those who seek to promote terrorism or religious extremism may attempt to contact or recruit young people via the internet.

- ✓ I will ensure that when using any social network my privacy settings are set correctly.

- ✓ I understand that just as in the real world, things I do and say online have consequences.

- ✓ I understand that if anything makes me uncomfortable or worried, I can share this with a teacher or parent without being blamed.

Any breach of these rules will be dealt with in accordance with the School's Behaviour policy and may lead to the withdrawal of ICT facilities and/or in the case of serious misconduct, may lead to exclusion from the school.

Parental Responsibility

Technical barriers can never entirely protect a child from harmful online content.

Parents should be aware that whilst the School's IT facilities are implemented in such a way as to support a safe and secure environment in which to learn, the same protection is not in place when using other networks, including those at home. For example smart phones usually have an internet connection (sometimes referred to as a data, 3G or 4G connection) which does not have any content filtering in place and can be used to access any material on the internet. Whilst the School takes the actions described above to ensure that girls understand the importance of safe behaviour online, the School cannot be held responsible for inappropriate online behaviour that bypasses the school network.

In light of this, **parents must also be responsible for ensuring that their child uses technology in a safe and secure way and that their child behaves responsibly when online.** The full range of school sanctions will be considered in the event of any breach of ICT Code of Conduct for Pupils or the School's Behaviour policy.

Both the School and parents have a responsibility to ensure that pupils have the knowledge and confidence to know what to do if they encounter content or receive communications that make them feel uncomfortable, worried or upset and are able to share their concerns in an open and supportive environment.

Further Information

The School realises that technology is constantly evolving and that social media has become an integral part of how young people socialise and interact. This can be a confusing and daunting area for parents to get to grips with and it can be difficult to understand how your daughter is using the internet.

We encourage you to discuss the guidance set out above with your daughter and to explore some of the online resources for parents given below.

- CEOP (Child Exploitation & Online Protection Centre) - https://www.thinkuknow.co.uk/

- NSPCC ChildLine - http://www.childline.org.uk/explore/onlinesafety

- BBC Webwise - http://www.bbc.co.uk/webwise

- Childnet - http://www.childnet.com/parents-and-carers