



# **Code of Conduct – Acceptable use Students**

<b>Committee:</b>	<b>Pastoral</b>
<b>Owner of Policy:</b>	<b>Ben Pearce</b>
<b>Date of issue:</b>	<b>April 2012</b>
<b>Amended:</b>	<b>February 2017</b>
<b>Reviewed Date:</b>	<b>February 2017</b>
<b>Ratified by FGB:</b>	<b>March 2017</b>
<b>Review Date:</b>	<b>February 2018</b>



## Student Acceptable Use Agreement / e-Safety Rules

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc., for responsible purposes
  - I will only use Mobile Devices on school grounds as directed by staff and school signage. Pupils are allowed to use Mobile Devices outside of the school building (Green Zone). Mobile Devices are not to be used in corridors and inside the school building (Red Zone). Class teachers may authorise students to use Mobile Devices within lesson to aid learning, but this will be clearly specified; unless specific instruction has been given, classrooms are Red Zones
  - I will not use headphones within school (unless using a set provided by a member of staff)
  - I will not download or install software on school technologies
  - I will only log on to the school network/ learning platform with my own username and password
  - I will follow the school's ICT security system and** not reveal my passwords to anyone and change them regularly
  - I will make sure that all ICT communication with students, teachers or others is responsible and sensible
  - I will be a responsible digital citizen. I will behave responsibly online and understand that material I post onto the internet both in school and outside school will not bring the school into disrepute or cause distress to staff, students or others. I will not use digital technologies in ways that promote bullying, racism, discrimination or any other form of harassment
  - I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
  - I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher
- Images of students and/ or staff will only be taken, stored and used for school purposes in line with school policy and will not be distributed outside the school network without permission
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community or the public

- I will respect the privacy and ownership of others' work online at all times
- I will not attempt to bypass the internet filtering system
- I will not communicate privately with any member of staff electronically, including on social networking websites such as Twitter and Facebook
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers
- Lockers: I will use the lockers responsibly and will not tamper with the electronic locks
- 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/ carer will be contacted

Dear Parent/ Carer

ICT including the internet, learning platforms, email and mobile technologies has become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-Safety and know how to stay safe when using any ICT.

Students are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or Mr S Floyd, Goffs school eSafety coordinator. Please return the bottom section of this form to school for filing.

Student and Parent/ carer signature

**We have discussed this document and** .....(student name) agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Goffs School.

**Parent/ Carer Signature** .....

**Student Signature**.....

**Form** ..... **Date** .....