



Code of conduct for ICT use - Seniors

Students are expected to read and abide by the following:

Network security rules:

- I will not share my school password with anyone else or use another pupil's password.
- I will not attempt to download or install software or programmes of any type on to school computers without permission.
- I will not deliberately attempt to bypass the security or filtering systems of the school.
- I will not forward 'chain letter' emails.
- If I encounter inappropriate or offensive material or websites, I will report it to the Network Manager immediately.
- I will not eat or drink near computer equipment.
- I will not open attachments to emails unless it comes from someone I know and trust. If in doubt I will forward it to the Network Manager.
- I understand that my use of the schools systems, e.g. Office 365, are monitored both in and out of school.

Rules regarding appropriate use of technology:

- I will only use school ICT facilities for school purposes, unless given permission by a member of staff.
- I will report any misuse of school systems or software to my form tutor or Head of Key Stage.
- I will respect copyright and understand that submitting work directly downloaded from the internet is unacceptable and could lead to disqualification if the work is presented for a public examination.
- I have read and accepted the code of conduct for live online communication (available via the website), for any education or educational discussions taking place digitally.

Where students have laptop use granted for Access Arrangements:

- I understand that the use of a laptop for examinations may only be used if granted by the Head of Learning Enhancement.
- The Head of Learning Enhancement will provide me with laptop use rules and advice and I agree to abide by this.
- I will need to ensure that my laptop is charged at all times.
- When in school, I will only use my personal laptop for school purposes.
- I will only access the internet during the lessons with permission from the teacher.
- I will not use my laptop during breaks, lunch and social times.
- I will not access the internet at any point during an assessment.
- A school examinations laptop will be provided for GCSE and A Level examinations, where appropriate.

Online Safety Guide

- Check your security settings to ensure your accounts are private;
- Choose a strong password including upper and lower case letters, numbers and symbols;
- Use a "password vault" system to keep track of strong passwords such as "Last Pass" or "KeePass";
- People you meet online may not be who they say they are. Do not share personal information, 'add' to your social media accounts or agree to meet anyone you have met online, unless you have discussed it with a parent or teacher first;
- Remember that what you share digitally is no longer under your control. Do not share anything that you wouldn't want to be seen by everyone;

- If you are worried about anything you have seen online or about the behaviour of anyone online, report it to a parent or teacher immediately;
- Switch your phone off overnight to protect your sleep.
- Most social media has an age restriction of *at least* 14 years old – you should not be using social media if you are below 14.
- Whilst social media can be a positive thing, it can also contribute to poor mental health, including stress, anxiety and depression. It can also be a distraction from other things.
- The Microsoft Office suite of apps is available to students free of charge while they are a student at Derby High School; access must be requested from the Network Manager

Please read this document carefully. Only sign and return this form when you fully understand and agree to abide by these conditions. If any pupil violates these provisions they will be subject to disciplinary action.

I have read and understood the Computing Rules and Online Safety Guide and agree to use the school computer facilities within these guidelines.

Pupil Name: _____ Form/Tutor Group: _____

Signature: _____ Date: _____

This document has also been sent to parents via Highpost.