



## 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 school's 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 Year.
- 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 will ensure that all work submitted is my own and understand that work created by AI (e.g. ChatGPT) must be referenced.
- 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.

### Code of conduct for online interactions (e.g. MS Teams / SchoolCloud parents' evenings)

Teachers and students have a shared responsibility to establish and maintain a positive and supportive online learning environment and therefore must:

- Treat any audio or video call as a live lesson environment with the same expectations of appropriate behaviour and interaction as in school;
- Ensure that all communications using school forums relate only to the course of study or to pastoral support, just as in school;
- Be polite and courteous in all communication, whether written or spoken. Obscene, profane, threatening, or disrespectful language or images, posting or uploading anything inappropriate, off-topic, offensive, abusive or illegal to school forums will be addressed in line with school disciplinary policies;
- Treat all participants with respect;
- Be on time for all virtual classes/lessons/appointments;
- Turn off or silence mobile phones during live interactions;
- Dress appropriately, as if attending a school event;
- Choose an appropriate venue and have due regard to anything in their environment which may be seen or overheard during a live conversation or video communication, exercising judgement about whether typed 'chat', audio or video is most appropriate for the circumstances;
- When streaming video, use the facility on Teams to blur the background or substitute an appropriate alternative.

**Students** also agree:

- To inform their teacher in advance if they are unable to attend any pre-arranged meeting or lesson;
- To address all teachers as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable;
- To show a positive commitment to your own development and learning.
- To show respect for other learners' development. Muting or ending (another) student's participation is unacceptable;
- Mute their microphone unless they want to speak and use the 'raise hand' feature until called on by the teacher (this may not be necessary in small classes, but improves the quality of communication for larger groups)
- To share any concerns about another student with their teacher, tutor or Head of Key Stage and let their tutor know immediately if they feel unsafe in a virtual classroom;
- Not to screenshot participants or record any meetings without prior agreement of the teacher.
- Not to share via social media or otherwise, or with anyone other than class members, any recording provided by the teacher.
- Not to share/show inappropriate material of any kind with other students or members of the public.
- To follow the code of conduct regarding ICT and mobile devices when on trips.

**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;
- Do not share personal data, video or photographs of anyone else online without their explicit permission, every time;
- 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.