



# Priestlands School

## ICT Code of Practice for Students Nov 2020

ICT and its related technologies are everywhere, both at home and in school. This Code of Practice is intended to remind students of how to behave when using these technologies. The software on the school network will prevent users from visiting most inappropriate websites but it is important that all users exercise discretion over their internet usage. All students and their parents are expected to sign this agreement before access to the internet, and WiFi network will be allowed.

- I know that ICT includes a wide range of systems, including mobile phones, smartphones, digital cameras, email and social networking as well as computers in school.
- I will follow all the guidance in the agreement for using Microsoft Teams and Zoom.
- I will not use my phone between the hours of 8.45am -3.15pm unless directed to do so by a teacher.
- I will not attempt to bypass the school internet filters.
- I will not bring the school into disrepute through improper use of social networking sites or web access of any kind.
- I understand that, during lessons, I should only use the ICT systems in school for learning.
- I will follow all instructions relating to ICT security and will not tell anyone else my passwords.
- I understand that I am responsible for all activity carried out under my username. If I believe that someone else has used my account I will tell a member of staff immediately.
- I will use printers for school work only and not print large numbers of copies without permission.
- I will not attempt to install any software onto the school's devices.
- I will not access, browse, download, upload or distribute any material that could be considered offensive, illegal, pornographic or discriminatory.
- I will not access the WiFi network in lessons without my teacher's permission.
- I will not use web/e-mail facilities/social networking for spamming or bullying.
- I will not use web/e-mail facilities/social networking for buying and/or selling.
- I will not modify the standard settings for any school computers.
- I will not take images, recordings or videos of students or staff without permission and I understand that if I do so I will be breaking school rules and potentially breaking the law.
- I understand that my use of the internet, Teams and email may be logged by the school but accessed only if there is a valid reason to do so.
- I will not copy another student's work or allow my work to be copied.
- I will not copy and paste blocks of text from the internet without clearly crediting the author.
- I will respect copyright and intellectual property rights and I will not download music, photographs or videos illegally.
- If I am aware of any other student breaking the Code of Practice I will tell a member of staff immediately. I know that my name will be kept confidential if I wish.

### USER DECLARATION

I agree to follow this Code of Practice and to support the safe use of ICT throughout the school.

Student Name: (in capitals) .....

**Student Signature:** .....

Year & Tutor Group: ..... Date: .....

Parent/Carer's Signature: .....