



# Computer Network 'Code of Conduct'

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## Computer Network 'Code of Conduct'

Integrated ICT is provided across our network, Intranet and Internet. Each pupil is provided with an individual e-mail address. Appropriate generic and specific software is available so that students can improve the efficiency and presentation of their work. As a school we are determined to ensure all our pupils develop their ICT skills and that they are able to do so in a positive and responsible manner.

### Principal aims:

- ✓ To ensure safety and security for all pupils
- ✓ To maintain efficient filtering of unsuitable material
- ✓ To ensure compliance with legislation on computer use and Child Protection
- ✓ To maintain a working network for the benefit of all users

### Equipment

- ✗ Do not install, attempt to install or store programmes of any type on any computer without permission.
- ✗ Do not damage, disable, or otherwise harm the operation of the computer, or intentionally waste resources.
- ✗ Do not use the computers for commercial purposes e.g. buying or selling goods.
- ✗ Do not connect mobile equipment to the network e.g. laptops, tablet PC's, PDA's until they have been checked for viruses.
- ✗ Do not eat or drink near to computer equipment.

### Security and Privacy

- ✗ Do not disclose your password to others, or use passwords intended for the use of others.
- ✗ Never tell anyone you meet on the Internet your home address, telephone number or the school's name and never send a picture of yourself unless you are given permission to do so.
- ✗ Do not use the computers in any way that harasses, harms, offends or insults others.
- ✗ Respect, and do not attempt to bypass, any security measures or attempt to alter settings.
- ✗ Computer storage areas and floppy discs will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly.

### Internet

- ✗ Access to the Internet should be for study or school authorised and supervised activities only.
- ✗ Do not use the Internet to obtain, download, send, print, display, transmit or gain access to materials that are unlawful, obscene or abusive.
- ✗ Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- ✗ Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.
- ✗ Never arrange to meet anyone you contact online unless your parents/guardian or teacher accompanies you.

### E-mail

- ✗ Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- ✗ Never open attachments to e-mails unless they come from someone you already know and trust. They could contain viruses or other programs which could destroy all the information and software on your computer.



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- ✘ The sending and receiving of e-mails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist or inappropriate content. Always report such messages to a member of staff.

### Lap-Tops

- ✘ It is permissible for pupils to use their own laptops on the network.
- ✘ Parents should ensure that the laptop is adequately insured.
- ✘ Most network cards are compatible with the school network.
- ✘ Wireless networks are available in school – a suitable card can be purchased from the Network Manager.
- ✘ Do not remove a network connection from the back of the networked machines. Central hubs and wireless networks must be used to prevent disruption to service or damage to networked machines.
- ✘ Do not disconnect the network connection from a station acting as a print server as this will disrupt and prevent printing operations.
- ✘ It may be necessary to add personal profile files and protocols to your laptop to enable it to communicate safely with the network. It is your responsibility to remove these files if you so desire after leaving school.

### Child Protection Act 1998

- ❖ It is an offence to possess or distribute indecent images of children
- ❖ It is an offence to publish or advertise sites where such images described above may be accessed

### Computer Misuse Act 1990

- ❖ It is an offence to gain access to a system or personal work space without permission from the owner of that system or area
- ❖ It is an offence to gain unauthorised access to a personal workspace or network with intent to alter data in any manner
- ❖ It is an offence to alter data belonging to another person or organisation following illegal access to that data

### Data Protection Act 1998

- ❖ Any data used must be obtained legally
- ❖ Pupils and teachers have a duty to protect their data from unauthorised access
- ❖ Whilst it is unlikely that a pupil should need to register under the Data Protection Act, advice should be sought before collecting personal information on other people

### Telecommunications (Lawful Business Practices) (Interception of Communications) Regulations 2000

In conjunction with the Human Rights Act 1998 and Regulations of Investigatory Powers Act 2000 the School gives notice that it may examine e-mails, personal work areas or other storage and communications media used on school premises or that used via a school communication network if it believes the examination may result in finding evidence that is contrary to school rules or laws of the land. This can include telephones and personal e-mails. This action would be used only to protect minors or uphold rules.

Any pupil who abuses the system will be denied access to the Internet and will be subject to disciplinary action. For serious violations suspension or even expulsion may be imposed; where necessary, police may be involved or other legal action may have to be taken.