Heath Lane Academy
The best in everyone™
Part of United Learning

Pupil Code of Conduct for Computer and Internet Use

HEATH LANE ACADEMY CODE OF CONDUCT FOR COMPUTER & INTERNET USE

The Academy uses computers with Internet access to help our learning. Like all other Academy equipment, the computer network should be treated with respect. These rules will help everyone.

- I will not disclose my password to others, or use passwords intended for the use of others .I will only use my own username and password, **which I will keep secret**.
- I will not access or try to access other people's files.
- I will use the computers sensibly, for school work and homework.
- I will treat the equipment with care and avoid causing damage.
- I will not print my work before it is complete, nor use unnecessary colour, nor print multiple copies.
- I will not attempt to download or install unauthorised or malicious software, such as viruses, games, music-sharing programs, etc. I will also take care to avoid doing so unintentionally.
- I will not download, use or upload or send by email any material which is copyright.
- I will use e-mail responsibly and will not communicate with strangers. Any messages I send, in any form, will be polite and truthful. I will never open attachments to emails unless they come from someone that I know and trust. Attachments could contain viruses, which may destroy all the information and software on the computer.
- I will not send or receive any email 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.
- I will not use the Internet in lessons except when it is needed for my work.
- I will not send anonymous messages or forward chain letters.
- I will not use online messaging, chat rooms or forums without permission from my teacher. I will never give out my address or telephone number, or arrange to meet someone.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other students and myself.
- I will never tell anyone that I connect with on the Internet my home address, telephone number or my school name, or send photographs of myself or others, unless I are given permission by a member of staff to do so.
- I will not seek access to pornographic, racist or offensive material.
- I will not post or publish any material on an external website or social networking site (e.g. Facebook) that is inappropriate or brings the academy into disrepute. This includes any reference to Heath Lane Academy, its staff or students.
- I will not use the computers for commercial purposes (e.g. buying or selling goods).
- I will not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs, iPods, MP3 players etc.) unless I have the permission of the Systems Manager or the member of staff responsible for ICT.
- I will not take pictures or record film of any pupils or members of staff, while in school or on school trips, without the permission of those being photographed or filmed.
- I will not send, print, display or otherwise transmit images which are unlawful, obscene, abusive or hurtful to others, including 'sexting', or which may bring the school into disrepute.
- I will lock my computer if I leave it unattended.
- I will always log off and leave the equipment tidy, ready for the next person to use*.*

I understand that:

- The Academy may check my computer files and may monitor the Internet sites I visit and the e-mails I send and receive.
- Computer storage areas, email conversations and removable media such as USB memory sticks, DVDs and CDs are treated like school exercise books. Staff may review files and communications to ensure that users are using the system responsibly.
- If I need to photograph or film other pupils as part of an educational activity (e.g. drama rehearsal), I should use a school camera and I must seek permission from a teacher to make the film and check that pupils involved give their consent.
- Where personal devices are used, such as on school trips with general permission from the trip leader, consideration should be given to the appropriateness of uploading pictures or film to social media and if requested by the subject of the images, remove them from social media platforms. Uploading inappropriate photos or videos could result in disciplinary action.

I understand that people who violate these rules risk disciplinary action and, if applicable, external agencies may be involved.

COMPLETE THIS SECTION AND RETURN IT TO NORTHAMPTON ACADEMY'S STUDENT RECEPTION.

Student Name: _____   **Form:** _____

I have read and agree to follow the **Heath Lane** *Academy Code of Conduct for Computer & Internet Use*.

Student signature: _____   **Date:** _____

Parent/Guardian – Code of Conduct

I grant permission for the above named student to access the Internet at school. I understand that if they fail to follow the **Heath Lane** *Academy Code of Conduct for Computer & Internet Use* their access will be withdrawn and I will be informed.

Parent/Guardian signature: _____   **Date:** _____

Parent/Guardian – Academy Website

I grant permission for work and photographs of the above-named student to be used on the Northampton Academy website.

Parent/Guardian signature: _____