



## Student Code of Conduct for ICT Use

Students are expected to behave responsibly when using the computer, internet and e-mail facilities. Access to the computers, internet and use of e-mail facilities are provided predominantly for use by students during lessons to support learning, for example completing coursework and research tasks. There may also be pre-arranged supervised use of ICT facilities over lunch and after the Academy day.

Members of staff will give guidance to students on the use of computers, email and the internet to support their learning as required by the curriculum.

**The following activities are not permitted under any circumstances:**

- 1. Searching for, or displaying, offensive messages or images**
- 2. Sending messages that are abusive, threatening, aggressive or likely to offend or harass the recipient.**
- 3. Using internet chat and messenger websites and programmes**
- 4. Attempting to access unauthorized websites, restricted network resources or other actions likely to damage computers or other equipment**
- 5. Attempting to transmit or download files without the permission of IT staff or network manager**
- 6. Using software not owned by the academy or software written as malware**
- 7. Actions that break laws, including hacking systems and copyright**
- 8. Sharing your password or giving personal information (e.g. address, telephone number) in an e-mail**

Should there be a breach of this code of conduct or any concerns be reported about inappropriate use of ICT facilities, action in accordance with the Academy's disciplinary procedures will be taken against the offender(s). In extreme cases the police and/or other relevant authorities will be informed. If a student receives an inappropriate or concerning e-mail they should report it to their teacher immediately.



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### Student Commitment

As a student of Quarrydale Academy, I agree to keep to the code of conduct for ICT use. I will use the computer, internet and e-mail facilities in a responsible way and will observe the restrictions outlined in the code of conduct for ICT use

Name (block capitals): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent/carer commitment

I have read and understood the code of conduct for ICT use. I have also discussed the requirements of the code of conduct with my son/daughter and on this basis, give permission for my son/daughter (named above) to use the Academy's computer, internet and e-mail facilities.

Name (Block Capitals) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Publication of work and photographs

**From time to time, photographs of students may be included in Academy publicity, such as the Academy website.**

Parents/carers requiring further information on this matter or who wish to inform the Academy that they do not want to have your child's photograph used as described above should contact a member of the senior leadership team on (01623) 554178.

**This section should be returned to your tutor**