



St Bede's

Roman Catholic High School

IT SYSTEMS CODE OF CONDUCT

To ensure that students are fully aware of their responsibilities when using information systems they are asked to sign this code of conduct. Students should consult schools policy for further information and clarification.

- ICT equipment and software are owned by the school and I will use it for its intended purpose only.
- I understand that I am responsible for my own use of technology, and I will ensure that I use it safely, responsibly and legally.
- I understand that this code of conduct covers use of the schools systems both inside and outside of school building i.e. access to the school network from home.
- I understand that I am responsible for keeping my passwords and personal network login safe and logging off the network when I leave a device. Should another person access my account and breach the code of conduct I understand I could be held responsible. If I believe that my password is known by someone else I will change my password and inform a member of staff immediately.
- I will not intentionally seek to harm the school system in any way and will report anyone who misuses school technology, including the unacceptable behaviours of others to my Head of Year for investigation.
- I will respect technical safeguards in place and will not attempt to breach those safeguards.
- I understand that use of the school system and internet is subject to monitoring and may be recorded and therefore cannot be considered private.
- I will not attempt to access any materials or information which could be considered as inappropriate and I will report anything I find that could be seen as inappropriate to help safeguard others.
- I will respect copyright and intellectual property rights when using sources from the internet.
- I will ensure that any electronic communications are appropriate and will be written with thought and consideration for the person I sent to; foul language, racist or inappropriate comments/images are not acceptable and may result in disciplinary action.
- I will follow e-safety guidelines when using the internet or communicating with others.
- I will immediately inform my Head of Year or teacher if I believe that I or any other pupil is at risk through inappropriate communications.

The school may exercise its right to record and monitor the use of the school's technology, including internet access and email. The school will take the necessary action where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.