CODE OF CONDUCT
for Online Use
Reviewed 2022

When Using Online Services Students will:

- Ask permission before accessing online services on any computer and/or device within the school.
- Log on with their own username at all times.
- Only use online services under adult supervision.
- Use their email account for school online communications only.
- Exercise responsible behaviour when using the internet.
- Abide by the generally accepted rules of network etiquette, which include (but are not limited to) being polite and using appropriate words.
- Back out immediately if they come across any information that is inappropriate and tell the teacher right away so the Internet Search history can be explained.
- Respect all copyright and licence material.
- Acknowledge references and sources used for research.
- Manage user directories responsibly, deleting unneeded files and emails.
- Take full responsibility for the security of personal files and passwords.
- Save and keep personal assignment work in their home directory.
- Consider responsible paper and printer ink usage when printing reference material from online services.
- Check with the teacher before printing any material.
- Advise a teacher or the ICT co-ordinator of any security or virus problems.
- Show respect for equipment and report any faults immediately to a teacher or ICT co-ordinator.
- Respect the right of the Network Administrator to monitor students' files and communication.

Online Services User Breaches include:

- Accessing websites which are not relevant to education/ classroom topics.
- Downloading any files from the internet that are not required for education / classroom topics.
- Using online services to access material that is inappropriate.
- Engaging in chat rooms.
- Order or purchase anything using online services.
- Play computer games using the internet (unless under the teacher's instruction).
- Log on under another student's name.
- Disclose theirs, or anyone else's, home address, phone number or personal details via online services.
- Interfere with the work of other students.
- Change configurations and settings on any computer.
- Try to 'hack' into secure areas or file servers.
- Bring disks or CDs into school from home to use on school computers.
- Load any of their own programs, including games, onto school computers.

The Consequences for Conduct Breaches are:

- Loss of Internet privilege for a given time, according to the severity of the breach.
- The loss of online services privileges and use of computers.
- Parent's being informed about the breach.
- Being held legally liable for offences committed using online services.