



Reason for a Code of conduct

- To ensure that the computing environment is as safe as possible
- Set ground rules to help maintain such a safe environment

Keeping the Code of Conduct current

- This is a constantly evolving document
- The latest version will always be applied, irrespective of which version was signed
- The latest version will always be available on the school's web site (<http://www.chilton-trinity.co.uk>)
- The spirit of the code will be applied to all unforeseen future incidents

What the school does to safeguard the students

- Students are given a secret password to access the school network and e-mail
- Subscribes to a filtered e-mail system with pupils given a unique @chilton-trinity e-mail address
- Subscribes to a nationally recognized Internet filtering service
- Monitors and logs all Internet usage

Ownership of files

- All files on the school network are the property of the school
- All files can be examined at any time
- Files deemed: offensive, inappropriate or irrelevant will be deleted without prior notice

What could happen if the code is broken

- Any student caught attempting to break the code of conduct will be deemed to have broken it
- Students will not have access to the network at lunch or after school
- Suspension from the Internet and/or E-mail
- A fixed term suspension from the school network during lesson times
- Normal school sanctions for misbehavior may also be applied

What is expected from the students

- To follow the code of conduct
- Be responsible for their own actions when using the computer network, E-Mail and Internet
- Inform a member of staff immediately if an inappropriate website is accidentally accessed
- Keep passwords secret as all computer access using a student's unique identity and secret password is assumed to be carried out by that student



The spirit of the code of conduct

öThe spirit of the code of conduct will be applied to all unforeseen future incidentsö

1	Passwords	<ul style="list-style-type: none"> • Never tell anyone your password under any circumstances whatsoever. • Change passwords regularly (or if you think somebody knows it). • Do not access the network using any account other than your own. • Do not attempt to guess another account's password.
2	Security	<ul style="list-style-type: none"> • Do not try to bypass the school's network security or Internet filtering. • If you have been issued a college computer account this is NOT to be used for Internet access from within school. • Do not attempt to infect the school's network with Malware. (Malicious Software) • DO not try to reconfigure the computer settings. • Always lock (or log-off) your computer when leaving it (even if for a short time)
3	Internet	<ul style="list-style-type: none"> • Only use the Internet for the purpose stated by the teacher of the lesson. • Do not try to download, or listen to, Internet music during lesson time unless asked to do so by a teacher. • Do not play Internet games during lesson time unless asked to do so by a teacher. • Do not try to access inappropriate images (and should such images appear by accident report the fact immediately to the teacher).
4	E-mail	<ul style="list-style-type: none"> • Never send abusive E-mails/messages. • Never contact strangers. • Only ever use the filtered E-mail system provided by the school. • Only open E-mail attachments if you know, and trust, the sender of the E-mail.
5	Social Networking	<ul style="list-style-type: none"> • Neither attempt to use social networking sites such as Facebook, Bebo, MySpace nor sites which contain up-loadable content such as YouTube. • Do not enter: Chat rooms, Forums or Blogs unless asked to do so by a teacher.
6	Hardware Software Copyright	<ul style="list-style-type: none"> • Do not: Damage, deface or unplug the computers. • Never try to install software on the school network. (Games, music, Syncøphone, iPod etc.) • Copyright is very serious. If in doubt do not use the material.

I acknowledge that my child will be held responsible for his/her own actions whilst using the school network and computer access using his/her unique identity and password.

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

