

William Farr CE Comprehensive School

Agreed Code of Conduct for using the Network, Internet and e-mail at school

Read the following points carefully and make sure that you understand everything before signing the consent form. Students granted access to the school network, including e-mail, will abide by the Code of Conduct.

All users of the Network and Internet are expected to abide by these rules of computer and network use.

- ✓ Be polite when using e-mail. Do not use e-mail to bully or insult others.
- ✓ Do not use inappropriate or unacceptable language.
- ✓ Never reveal your personal address or telephone number or those of fellow students to people unknown to you.
- ✓ E-mail is not private. Never say anything or engage in anything that you would not be happy to write on a postcard that could be read by everyone.
- ✓ Inform a member of staff IMMEDIATELY you discover an obscene or offensive web page so that its access can be blocked.

Students agree that they will **NOT PERFORM** the following unacceptable actions:

- ✗ Try to bypass the internet security.
- ✗ Complete questionnaires or subscription forms without checking with a member of staff.
- ✗ Damage, degrade or disrupt the performance of equipment or systems.
- ✗ Attempt to retrieve information about 'hacking' or attempt to 'hack' our system.
- ✗ Download programmes.
- ✗ Play games that have not been placed on the network by the school administrators.
- ✗ Send or display offending messages, pictures, videos or sound.
- ✗ Use the Internet to buy or sell anything.
- ✗ Use the Internet to access obscene or offensive web pages/material.
- ✗ Use the network for any illegal activity, including the violation of copyright or other laws.
- ✗ Use the network to access online terrorist and extremist material.
- ✗ Use the network in ways that break the school rules and standards of behaviour.
- ✗ Use someone else's account, either with or without permission.
- ✗ Waste printer paper.
- ✗ Tell another student your password.

The school will electronically audit your Internet and e-mail usage at all time and a record of this is kept.

Student and parent / carer consent

No student will be granted access to the Internet without both student and parent / carer signing the Code of Conduct consent form.

The consent form allows parents / carers to confirm that their child may or may not have access to the Internet.

The consent form confirms that the student has read and agrees to abide by the Code of Conduct.

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Student name: _____
Form _____

Username if known: _____

Student Consent Form

I have read and agree to abide by the Code of Conduct in both letter and ethos. I understand that breaching the Code will result in the sanctions by the school.

Student signature _____
Date _____

Parent / Carer Consent Form

I understand that my child now has the opportunity to have access to the Internet and an e-mail address. I have read the school's Code of Conduct and **grant / do not grant* my permission for my child to have access to the Internet and e-mail.

Signed: _____
Date _____

Print name: _____

* delete as appropriate