



Kensington Prep School

IT Code of Conduct for Parents

Dear Parents,

The use of Technology is a valuable tool in accessing resources and enhancing the learning experience. The school's computers and devices are connected together as part of a Wide Area Network which connects all GDST schools together, and through the internet, the world-wide community. We provide a learning platform (Firefly) which allows pupils access to their area of the school's network where their files are stored as well as their school email account and to a range of information and multimedia to support and enhance learning. The learning platform is accessed via an internet browser.

As well as many benefits, there are, of course, also potential dangers in using the internet and other forms of technology, for example the presence of offensive material, the ease with which strangers can make contact, exposure to scams, the use of technology by bullies, and issues such as harassment and defamation. The GDST has therefore produced a Code of Conduct, which is intended both to protect pupils while using technology and to deal with the problems that can be caused by misuse of technology. This code covers the use of the internet, the learning platform, email, devices and mobile phones. The GDST expects parents to work in partnership with the school by monitoring their child's use of technology at home, particularly with regards to whom they are communicating with and what they are posting on the internet.

Pupils must regard access to the school's technology facilities as a privilege, not a right. A breach of this Code of Conduct is a breach of the School Rules and could therefore lead to the withdrawal of technology privileges or exclusion from School (for a fixed term or permanently) in accordance with the School's Disciplinary Policy, depending on the seriousness of the breach. As indicated below, a pupil's misuse of technology outside of school could attract disciplinary action by the School depending on the circumstances.

The IT Code of Conduct covers six areas, which are described in further detail:

- Access and General Use of Technology;
- Using the Internet;
- Using electronic mail (e-mail);
- Using mobile phones;
- ICT and the Law
- Mobile Devices

If you are unclear about any part of this document please let our Registrar know. In order to be allowed access to the Internet and email, pupils and their parents must first read this policy, and must sign the appropriate paragraph on the attached Data Form and return it to the Registrar.

Yours sincerely,

Mrs Hulme

IT Code of Conduct

Access and General Use of IT

As a condition of using the school's IT facilities pupils must follow the rules below, along with the rules set out specifically for Internet, e-mail and mobile use:

1. Pupils must only use their own login name and password.
2. Pupils must keep passwords secret.
3. Pupils must not attempt to access other people's files.
4. Pupils must only use the school computers for school work and homework unless otherwise agreed with a teacher or member of staff
5. Pupils must not copy or change any software or settings installed on the school's computers unless authorised to do so.
6. Pupils must not install any software on any computer unless authorised by the school.
7. Pupils must not attempt to avoid security measures on school or remote computers or networks.

Using the Internet at School

Internet access at school is filtered using a system which eliminates the majority of offensive content on the internet. Spot checks are carried made on pupil's internet usage. All sites visited are logged. The school also exercises supervision when using technology. However, none of these measures are **failsafe** and it is not possible to supervise all of the devices in the school at all times. It is therefore essential that pupils follow the rules set out in the ICT Code of Conduct to ensure they are using the Internet safely.

Pupils must follow the rules below whilst using the internet:

1. Pupils must not provide details of the following on the Internet:
 - a. home address;
 - b. telephone number;
 - c. password;
 - d. any personal information;
 - e. photographs of themselves;
 - f. any bank detail or credit card numbers;
 - g. any personal details of fellow pupils or members of staff;
 - h. any information about the school unless given permission by a teacher to do so.
2. Pupils must not use chat rooms or instant messaging, other than those provided as part of the learning platform
3. Pupils must not play or download on-line games or apps unless given permission to do so by a teacher.
4. Pupils must not arrange to meet anyone with whom they have made contact through the internet.
5. Pupils must not use the internet to cause distress, harass or bully others or to incite others to do these things (this could include posting photographs of fellow pupils and staff).
6. Pupils must not use the internet to bring fellow pupils, staff or the school into disrepute, or to incite others to do any of these things (this could include posting photographs of fellow pupils and staff).
7. Pupils must not post information about the school, fellow pupils or staff on Internet sites including personal websites/blogs without the consent of the school, fellow pupil, or staff member.

8. Pupils must respect copyright and understand that, particularly in respect to school work, submitting work downloaded directly from the Internet is against school rules.
9. Pupils must not maliciously attempt to harm or destroy data of another user on the Internet, including the uploading, intentional downloading and creation of computer viruses.
10. Pupils must not download or install any commercial software, shareware or freeware, or any other materials without permission.
11. Pupils must tell a teacher or member of staff immediately if they think they may have accidentally done something which breaches this Code of Conduct, or they have found a site which might be unsuitable for pupils.

Disciplinary action may be taken in respect of a pupil breaching any of the rules set out in this Code of Conduct whilst the pupil is in school. **In addition, if a pupil breaches rules 5, 6, 7 & 9 set out above, even if that breach occurred outside of school, the pupil's IT privileges may be withdrawn and, depending on the seriousness of the breach, the pupil may be excluded from School (either for a fixed term or permanently).**

Using Electronic Mail (Email)

Every pupil with network access is issued with an e-mail address. The purpose of using e-mail is to make contact with others to support learning, related projects or other school activities. Parents should not use these email addresses to contact pupils at any time.

It is the responsibility of each pupil to manage their own school e-mail account. Any messages that do not need to be kept should be permanently deleted. This should be done on a regular basis.

The use of other external web-based servers (such as Hotmail, Gmail, etc) to access e-mail accounts is not permitted, as these sites cannot be easily monitored.

Pupils are expected to be responsible when using e-mail and/or any other method of communication and pupils must follow the rules set out below:

1. Pupils must not to provide details of the following via the school e-mail system:
 - a. home address;
 - b. telephone number;
 - c. password;
 - d. any bank detail or credit card numbers;
 - e. any personal details of my fellow pupils or members of staff;
 - f. any information about the school that the pupil does not have permission to share.
2. Pupils must not arrange to meet anyone with whom they have only made contact using e-mail.
3. Pupils must not open any e-mails, especially attachments, if they do not recognise or trust the sender (but to report the matter to a member of staff), and to only send e-mail to pupils he/she knows, or in relation to school business.
4. Pupils must not use e-mail to cause distress, harass or bully others or to incite others to do these things (this may include emailing photographs of fellow pupils and staff).
5. Pupils must not use e-mail to bring fellow pupils, staff or the school into disrepute, or to incite others to do any of these things (this may include emailing photographs of fellow pupils and staff).

6. Pupils must not use email to send inappropriate material (this includes impolite, abusive, obscene, racist or otherwise objectionable language) in any circumstances.
7. Pupils must not print out, save or forward any material which is inappropriate or offensive to others (this includes 'chain' or 'spam' e-mails).

If a pupil breaches rules 4, 5, 6 & 7 set out above, even if that breach occurred whilst using a personal email account or by accessing their school email account from outside of school, the pupil's IT privileges may be withdrawn and, depending on the seriousness of the breach, the pupil may be excluded from school (either for a fixed term or permanently).

Using mobile phones

If pupils are independently moving between home and school they may require a phone for emergencies. All phones that are used in such a manner are to be left at the school office each morning and collected at the end of the day.

Mobile phones have become a very common way of keeping in contact, particularly with friends and family. However, increasingly mobile phones are being used to bully others.

Pupils must not use mobile phones to send messages or photographs which are inappropriate / unpleasant (including using racist or other offensive language) or text messages which are designed to cause distress, harass or bully others. Pupils will have breached this Code of Conduct if they send such messages to fellow pupils or staff, whether the message is sent inside or outside school. Sanctions for sending such messages could include exclusion (either for a fixed term or permanently).

ICT and the Law

Most information available electronically is protected by copyright in the same way as a book, music or a play. The rules relating to copyright are complex. Nevertheless, pupils must be careful not to breach copyright.

It is easy to copy electronically but this does not make it any less of an offence. Pupils must not assume that because a document or file is on the internet (or our system) for example that it can be freely copied.

Pupils should speak to a teacher or other member of staff if they are unsure of anything.

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