
Internet and E-mail Policy

ICT Code of Conduct

Internet and E-mail Policy

Ipswich High School places considerable emphasis on the use of ICT throughout the curriculum. We have a large number of computers available for pupils to use, offering a wide range of presentation and learning software. The school also offers filtered Internet Access via the network, enabling many users, including whole classes, to utilise simultaneously the huge research and reference resources that this provides. Much of the material available is of good quality, provided by universities, libraries, research institutes, government departments, and business and newspaper organisations.

You will be only too aware of some of the potential dangers of Internet use both to individuals, given the many sources of information and types of websites, and to organisations, in that viruses can be introduced quite easily onto a network without proper controls. Therefore, all pupils (as part of their development of independent learning and research skills) are taught the value of responsible actions. They are encouraged to be critical, and to assess the authenticity of information and to report anything which they consider upsetting or offensive.

Also, to avoid pupils encountering inappropriate sites Ipswich High School operates a filtering service, which dynamically blocks "restricted" content (for example pornographic or racist sites), and use of chat rooms, newsgroups and web-based e-mail not provided by school. We also operate a similar filtering service on e-mail usage (for permitted year groups) that blocks any messages containing inappropriate language or executable files, any files that are well known carriers of viruses and common hacker files. It will also block and delete 'spam' e-mails. Internet Access logs and e-mail content may be examined if it is suspected that the Code of Conduct has been breached. However, these strategies cannot be made failsafe.

Pupils need to understand, therefore, that they are expected to display responsible behaviour in this area in accordance with the school rules/ICT Code of Conduct; that any active abuse of the Internet, Social Media or e-mail, e.g. through the posting of defamatory material, harassment of others or through the use of mobile phones/other devices, will not be tolerated and will lead to disciplinary action. In the most serious cases, this could result in exclusion from school, with any activities amounting to a criminal offence likely to be reported to the Police.

Such extreme cases are unlikely, although not unheard of, and it is important to ensure the safe use of ICT for both pupils and staff, whilst not diminishing pupils' excitement or proficiency in this area. Whilst the main thrust of the Code relates to computer use, the same disciplines apply to the use of mobile phones/tablets/devices, particularly those which have access to the Internet.

Parental permission must be given before pupils are allowed to use the ICT facilities. I would be grateful if you could read through the ICT Code of Conduct, which forms part of the school rules, with your child and then both sign to indicate your acceptance of the code and your willingness to allow your child to use the Internet individually outside supervised lessons. A comparable Code of Conduct is in place for all staff.

On the next page is the school's ICT Code of Conduct please can you review it with your child and ensure he/she understands it. *Please then sign and keep this copy and sign and return to the school the duplicate in the replies pack.*

ICT Code of Conduct

All pupils are expected to adhere to the following Code of Conduct, which forms part of the School Rules. The school has installed computers and provided Internet Access and E-mail (for permitted year groups) to assist your learning. The network provides a very valuable tool in accessing resources to enhance the learning experience. Internet access is dynamically filtered at its source, which eliminates many of the offensive websites and their content. The following rules form the basis of the acceptable use of computers, and mobile devices / phones (where appropriate) in order to protect you and others from risk.

If you are unclear about any part of this document, please contact a teacher or other member of staff.

PROTECTION OF THE SYSTEM IN GENERAL

I undertake:

- Only to use my own login name and password, which I will keep secret and not to attempt to gain unauthorised access to areas and facilities on the network.
- Only to use the school ICT facilities for schoolwork and homework (material should be kept as up-to-date as possible to avoid overloading the system, deleting files no longer required) unless agreed by a teacher/member of staff.
- Not to copy or change programs or software installed on the school computers.
- Not to install any software packages on any computer without the permission of the Network Manager.
- Not to interfere with the "normal" network functions, screen appearance and User facilities.
- Not to print out, download, send or forward frivolous, offensive or inappropriate material. This includes "chain" or "spam" e-mails.
- Not to bring food or drink near any computer, projector, screen or speaker equipment, including workstations in Common Rooms & classrooms.
- Not to physically damage, disconnect or interfere with the equipment.
- Not to connect in any way any personal devices, such as digital music / video players/mobile phones, to the network, workstations, or other ICT equipment without the permission of a member of staff or the Network Manager.

ADDITIONAL PROCEDURE FOR USE OF E-MAIL AND INTERNET

I undertake:

- Not to provide details of my home address, telephone number, password, personal photographs or information, bank details or credit card numbers.
- Not to include personal details or photographs or videos of my fellow students or members of staff in an e-mail message or on the Internet or Social Media.
- Not to arrange to meet anyone I have got to know through using e-mail or the Internet
- Not to participate in frivolous and unnecessary "chat areas" over the Internet.
- Not to use e-mail, social networks, other kinds of text messaging or the Internet to harass others or to bring fellow pupils, staff or the school into disrepute, or to incite others to do these things whether inside or outside the school. This includes sending unpleasant text-messages\social media posts or messages or inappropriate photographs, videos on mobile phones or devices.
- Not to open any e-mails or attachments if I do not recognise or trust the sender, but to report the matter to a member of staff and only to send e-mail to pupils I know or in relation to school business.
- To respect copyright and understand that, particularly in respect to coursework, submitting work downloaded directly from the Internet may invalidate my marks.
- To tell a teacher/Network Manager immediately if I think I may have accidentally done something, which breaches this Code, or I have found a site, which might be unsuitable for pupils.
- To email staff only if they request work to be sent to them
- Not to email the Head.
- To realise that staff will only receive their email during the schools working hours.

COPYRIGHT

Most information available electronically is protected by copyright in the same way as a book, music or a play is. The rules relating to copyright are complex. Nevertheless, you must be careful not to breach copyright. It is easy to copy electronically but this does not make it any less of an offence. Do not assume that because a document or file is on the internet (or our system), for example, that it can be freely copied. Speak to your teacher/Network Manager if you are unsure.

I understand that the school filters e-mail messages and Internet Access for offensive material and to ensure compliance with the law, this policy and other purposes.

I understand that the School will monitor mine more closely if it is suspected that I am breaking the rules of acceptable use.

I also understand that breach of these rules is a breach of the school rules and may lead to withdrawal of ICT facilities and/or exclusion from the school in accordance with the school's disciplinary policy.

This indicates acceptance of the ICT Code of Conduct and gives permission for your child to use the school's ICT system, including accessing the Internet individually outside supervised lessons during her time at Ipswich High School.

Pupil name (please print).....

Pupil signature.....

Parent/Guardian name (printed).....

Parent/Guardian signature.....

Date.....