COMPUTER CODE OF CONDUCT & INTERNET POLICY

Access to the school network is provided for you to carry out recognised schoolwork and extra-curricular activities, but only on the condition that you agree to follow this code of conduct.

General

- All files held on the network will be treated as school property, including e-mail. ICT staff may look at files and communications to ensure that the system is being used responsibly. You should not expect that your work and e-mails will always be private. You should also be aware that the network manager can access your computer area at any time from anywhere on the school network without you knowing about it.
- You are responsible for all use of your account on the school network. Never tell your password to anyone else or let them use your account. If you think someone has discovered your password or is using your account, tell a member of the ICT staff immediately. Never use another person's account. Try and avoid using predictable passwords eg., birthdays, etc.
- You must not install any programs on a school computer or run them from a local source, except with the permission of a member of the ICT staff.
- You must not attempt to by-pass any security systems, modify any profile or install registry entries.
- You must only use a printer for school-related work and activities. Careless or deliberate wasting of paper will result in your printing facility being withdrawn.
- Eating and drinking are strictly prohibited in any ICT room.
- Always make sure that you have completely logged off the computer before leaving it unattended.
- No computer equipment may ever be removed from its location or tampered with. Any such interference with school property is a most serious offence.
- 'Hacking' i.e. unauthorised access or use of personal information, contrary to the provisions of the Data Protection Act, is a serious offence. Intentional damage to computers, computer systems or computer networks, including unauthorised damage or interference to any files may be considered a criminal offence under the Computer Misuse Act 1990.
- You should be aware that the unauthorised copying of software, contrary to the provisions of the Copyright, Designs & Patents Act 1988, is not permitted.
- The installation, copying or transmitting of obscene material is not permitted and may be considered a criminal offence under the Obscene Publications Act 1959/1964. In addition, any material in your account which the school considers inappropriate or offensive will be removed immediately, and other sanctions will follow.

The Internet and E-mail

- The filtered Internet service is provided for you by Solihull Education Authority to conduct genuine research and communicate with others. All the sites you visit are recorded. Remember that access is a privilege, not a right and that access requires responsibility at all times.
- You must never send, display, access or try to access any obscene or offensive material.
- You must not use obscene or offensive language in e-mails. Remember that you are a representative of Light Hall School on a global public system - never swear, use vulgarities, or any other inappropriate language. Remember that the school has the right to read your e-mails.
- You must never harass, insult or attack others through electronic media. Within Light Hall School this is bullying and will be punished as such. Remember that any e-mail you send can be traced. A recipient of an offensive e-mail from you may take legal action against you.
- Never copy and make use of any material without giving credit to the author. Not only are you infringing copyright, but also you will be guilty of plagiarism.
- Never reveal any personal information, the home address or personal phone numbers of yourself or other people.
- Check with a member of the ICT Staff before opening unidentified e-mail attachments or completing questionnaires or subscription forms.

Games

- Games may never be played from any student's account, from another source, or over the Internet. Never attempt to download any games or executable programs from the Internet without the express permission of a member of the ICT staff.

Sanctions

- Any infringement of the Code of Conduct will be reported to the Head of ICT and the Network Manager. Punishments will vary dependant on the severity of the infringement.
- For more serious offences, such as the transmission of offensive material or 'hacking', the Headteacher, and your parents will be informed. Note that if a criminal offence appears to have been committed, the school will refer the matter to the police.