

Haute Vallée School

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STUDENT CODE OF CONDUCT FOR USE OF NETWORK INTERNET AND E-MAIL FACILITIES

Terms and Conditions of this Agreement

1. Personal Responsibility

As a representative of the school, I will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and other issues described below.

Under no condition will I copy information onto the school network unless I have permission from a member of staff. Permission from staff would be given with regard to homework/coursework being completed on a home computer and transferred onto the school network.

Under no circumstances will I introduce games onto the network.

2. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

- **BE POLITE.** Never send or encourage others to send abusive messages.
- **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of the school. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **PASSWORD.** Do not reveal your password to anyone. If you think someone has obtained your password, contact a member of the ICT department immediately.
- **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the services by others.

3. SECURITY

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify a member of the ICT staff at once. Never demonstrate the problem to another student. All use of the system must be under your own username and password only. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords or sharing their account with other users may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action. Anyone caught attempting to bypass network security may have their access denied and may be subject to disciplinary action.

4. VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage.

5. INTERNET/E-MAIL – EDUCATION DEPARTMENT REQUIREMENTS BEFORE ACCESS TO FACILITIES IS GIVEN

- You must obtain the permission of your parents/carers before you can be allowed to use the WAN.
- You must only access those services you have been given permission to use.
- The work/activity on the Internet must be directly related to your school work. Private use of the Internet in school is strictly forbidden.
- Do not disclose any password or login name you have been given, to anyone.
- Do not give out personal addresses, telephone/fax numbers of any person you meet on the Internet. Under no circumstances give addresses/telephone numbers/fax numbers of any teachers and students at Haute Vallée School.
- Never arrange to meet anyone in person without agreement of your parent/carer.
- Report anything that makes you feel uncomfortable especially bad language and pictures.
- Never send credit card details or bank details without first checking and getting permission to do so.
- Use of names of students or photographs of students will require written permission from parent(s)/carer(s).
- Do not download, send, use or upload any material and use material which is copyright. Always seek permission from the owner before using any material from the Internet. If in doubt, or you cannot obtain permission, do not use the material.
- Under no circumstances should you view, send, upload or download material which is likely to be unsuitable for children or schools. This applies to any material of a violent, dangerous, racist or inappropriate sexual content. If you are not sure about this, or any materials, you must ask your supervisor.
- Always respect the privacy of files of other users. Do not enter the file areas of other students or staff without obtaining permission from them first.
- Do not harass, insult or attack others via e-mail or other means.
- Never respond to nasty, suggestive or rude e-mails or postings
- You must agree for the systems operator to view any material you store on the school's computers, or on disks you use on school computers.
- Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- Do not state anything which could be interpreted as libel.
- Do nothing to damage the computer systems, network security or computers themselves.
- Do not intentionally waste resources (e.g. printing unnecessarily).
- Do not attempt to bypass the internet filtering systems that are in place
- Remember that Internet page requests are logged and e-mails screened for breaches of this Code of Conduct.

SANCTIONS

Failure to comply with these rules will result in one or more of the following:

- A ban, temporary or permanent, on the use of the network, WAN or Internet facilities at school.
- A letter informing your parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on access to school facilities to be decided by the ICT Co-ordinator/Head of Year/Head of Faculty/Department.
- In the case of vandalism / damage you may be invoiced for the full or partial cost of replacement / repair of the equipment.
- Any other action decided by the Head and Governors of the School.
- When applicable, police or authorities may be involved.

**STUDENT CODE OF CONDUCT FOR USE OF NETWORK,
INTERNET AND E-MAIL FACILITIES**

REQUIRED SIGNATURES

STUDENT

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action and the revocation of my privileges. I also agree to report any misuse of the system to a staff member.

Please use BLOCK capitals

Student name	
Form	
Signature	
Date	

PARENT/CARER

Haute Vallée School students must also have the signature of a parent or carer who has read this agreement.

As the parent / carer I have read this agreement and understand that access to the computer network is designed for educational purposes. I also agree to report any misuse of the system to the school.

I hereby give my permission to Haute Vallée School to permit my child to use the ICT facilities and I certify that the information given on this form is correct.

Parent / carer name	
Contact number	
Signature	
Date	