June 2009

Dear Parents

Information Technology Code of Conduct

Beaumont School has invested significant money and resources in providing computing facilities through a modern network which spans across the school. Mono and colour laser printers together with scanners, data logging and digital cameras are available to pupils during their studies at Beaumont. This is a major investment for the school and we expect every pupil to respect the facilities and to use them responsibly and appropriately. We encourage all pupils to develop a sensible attitude to both the application of information technology including the use of Email, e safety and to care for the hardware provided. We encourage pupils to explore the potential of ICT and to be creative and skilled in its use.

Every pupil is provided with their own user account on the network which has a unique user ID and password. Pupils are responsible for the security and integrity of their area and instruction will be provided on security procedures and how to change passwords and manage their accounts. Pupils will also be given an e-mail account to be used for school business; no other e mail facility will be available.

Beaumont provides filtered broadband access to the internet from all computers on the network. Pupils are able to use the internet in lessons for research purposes and for participation in the e-learning initiative. Computer use is monitor during lessons but there are times when pupils are trusted to use computers with relatively light supervision- lunchtimes being one such occasion. In the near future, pupils will also be able to access the school network together with their work and files from home computers through a secure internet pathway.

Behaviour and care for ICT hardware and systems is very good at Beaumont. To counter any abuse and to ensure all pupils gain the maximum usage from the facilities, I am asking all pupils and parents to sign a code of conduct. These rules and guidelines are not onerous but do give a clear indication of where responsibilities lie and what is expected from pupils during their studies. All schools have a set of rules and guidelines and we are expected by the DfES to have a policy governing the use of Information Technology.

Please go through this policy with your child prior to signing. Ensure your child brings the signed yellow slip to their first ICT lesson and keep the white copy for your reference. If you have any questions about the agreement please do not hesitate to contact me.

Yours sincerely

Tony Robinson
Head of ICT

Beaumont School ICT Code of Conduct

*This code of conduct applies to **all** students using the ICT facilities at Beaumont School.*

You should take responsibility for:

- Remembering your password and changing your six-character password as directed
- The security and integrity of your personal user area.
- Treating the computer equipment with care and respect.
- Immediately reporting any problems and defective equipment to member of staff.
- At the end of the lesson:
  - Clearing any rubbish from your work area
  - Always logging off correctly as instructed by the teacher
  - Returning chairs/stools to under the desks.
- Be responsible for e-safety, report any issues directly to ICT department or Mr Cross

You should not:

- Tell anyone your six-character password or allow it to become known by others.
- Let any other pupil work in your personal user area.
- Work in another pupil's personal user area.
- Play, download and save games and other inappropriate software from the internet to your user area.
- Use floppy discs or memory pens which have not been virus-checked.
- Bring any food, drink or chew gum in areas which contain computers.
- Change any of the settings on the computer or monitor which affect the way it operates and functions (this includes screen-savers).
- Attempt to load any unapproved software onto the computers.
- Print in colour unless it is absolutely necessary.
- Adjust or tamper with Printers, Scanners and other peripherals.
- Use any material except 80gsm paper in the laser printers.
- Print multiple copies of work unless permission is given.
- Carry out activities that threaten the integrity of the school's computer systems, which includes all cables, hardware and software or activity that attacks or corrupts other systems
- Break the e safety code

If I do not follow these rules, I understand that I will be given an appropriate punishment.

Signed: _____ (student) Form: _____

Student's name: _____ (please print)

I confirm that my child has read and understood the rules contained on these pages.

Signed: _____ (parent) Date: _____

Beaumont School Internet and E Safety Code of Conduct

*This code of conduct applies to **all** students using the ICT facilities at Beaumont School.*

You should	Why? What does this mean?
Only access sites that are appropriate for use in school.	This means not using any site that contains rude or offensive material (if in doubt, ask a teacher). This rule applies in and out of lesson time.
Tell a teacher if you accidentally access an inappropriate site (if it's an accident, you won't get into trouble).	Most bad sites are blocked, but occasionally we find one which should not be accessed in school.
Be aware that your actions on the internet can be seen by others.	On any school PC, everything you do is monitored and traceable.
Be careful what you say to others and how you say it.	Never give your name, home address, telephone number or any other personal information about yourself to others or strangers on the internet.
Respect copyrights and trademarks.	You cannot use words or pictures that you see on the internet without giving credit to the person who owns the site or the material. You must not copy text or pictures from the internet and hand it to a teacher as your own work.
You should not	**Why? What does this mean?**
Use chat lines.	They are completely unregulated, so you could be talking to anyone.
Send, access or display offensive messages or pictures.	If you are not sure what offensive means, ask a teacher.
Take photographs or videos of staff or pupils without permission	You may be breaking the law if you use images or video of people without their permission, including publishing them on the internet
Remove any digital images from the school network	They must not be used in any way which may cause offence or be published on-line in any form without permission
Waste resources.	Do not print out lots of pages – it is easy to print one page at a time if you are unsure how large an internet document is. Ask a teacher for help.

Warning **– failure to follow these rules will result in you losing your access to the school network.**