



The Belvedere Academy

## **ICT Policy & Code of Conduct for Students**

***This policy should be read in conjunction with other relevant policies, including the Behaviour Management Policy.***

### **1. Introduction:**

- 1.1 The use of Information & Communication Technology (ICT) is a valuable tool in enhancing the learning experience and accessing resources. This Code of Conduct is designed to encourage the responsible use of ICT. It is intended to both protect students while using ICT and to deal with the problems that can be caused by the misuse of ICT.
- 1.2 The policy covers the use of the internet, email and mobile phones.
- 1.3 Students must regard access to the Academy's ICT facilities as a privilege, not a right. A breach of the Academy's Code of Conduct could therefore lead to the withdrawal of ICT privileges or exclusion from the Academy in accordance with the Academy's Disciplinary Policy, depending on the seriousness of the breach.
- 1.4 The ICT Code of Conduct covers five areas:
  - Access and General Use of ICT;
  - Using the Internet;
  - Using electronic mail (e-mail);
  - Using mobile phones; and
  - ICT and the Law
- 1.5 **If parents or students are unclear about any part of this Code of Conduct they should contact a member of staff.**

### **2. Access and General Use of ICT:**

- 2.1 In order to be allowed access to the Internet and Email, students and their parents must first read this Code of Conduct and must return a signed copy of the Code of Conduct to The Belvedere Academy.
- 2.2 As a condition of using The Belvedere Academy's ICT facilities students must follow the rules below, along with the rules set out specifically for Internet, e-mail and mobile use:
  - (a) Students must only use their own login name and password.
  - (b) Students must keep passwords secret.
  - (c) Students must not attempt to access other people's files.
  - (d) Students must only use the school computers for Academy work and homework unless otherwise agreed with a teacher or member of staff.

- (e) Students must not introduce any files into the Academy computer system (including by e-mail, on floppy disk or CD ROM) unless expressly approved by the Network Manager, a teacher or other member of staff.
- (f) Students must not copy or change any programs or software installed on the Academy computers.
- (g) Students must not install any software on any computer unless authorised by the Network Manager.
- (h) Students must not circumvent security measures on Academy or remote computers or networks.
- (i) Students must not to bring food or drink into the computer room/area.

### **3. Using the Internet:**

- 3.1 Internet access is filtered using a program called SurfControl™ – which eliminates many of the offensive websites. Spot checks are carried out from time to time on the Academy's computers, and the files that have been used are recorded if necessary. All sites visited are logged.
- 3.2 The Academy also supervises ICT suites. However, none of these measures are fail safe as it is not possible to supervise all the terminals in the Academy at all times. It is, therefore, essential that students follow the rules set out in the ICT Code of Conduct to ensure they are using the Internet safely.
- 3.3 Students must follow the rules below whilst using the internet:
  - (a) Students must not provide details of the following on the Internet:
    - home address;
    - telephone number;
    - password;
    - any personal information;
    - photographs of themselves;
    - any bank detail or credit card numbers;
    - any personal details of my fellow students or members of staff;
    - any information about The Belvedere Academy.
  - (b) Students must not use chat rooms, newsgroups or instant messaging.
  - (c) Students must not play or download on-line games.
  - (d) Students must not arrange to meet anyone with whom they have made contact through the internet.
  - (e) Students must not to use the internet to cause distress, harass or bully others or to incite others to do these things (this could include posting photographs of students and staff).
  - (f) Students must not use the internet to bring students, staff or the Academy or the Academy's sponsors (The Girls' Day School Trust and HSBC Global Education Trust) into disrepute, or to incite others to do any of these things (this could include posting photographs of students and staff).
  - (g) Students must not post information about The Belvedere Academy, students or staff or the Academy's sponsors (The Girls' Day School Trust and HSBC Global Education Trust) on Internet sites including personal websites/weblogs without the consent of the Academy, students, or staff members.

- (h) Students must respect copyright and understand that, particularly in respect to coursework, submitting work downloaded directly from the Internet may invalidate marks or assessments.
- (i) Students must not maliciously attempt to harm or destroy data of another student or member of staff on the Internet, including the uploading, intentional downloading and creation of computer viruses.
- (j) Students must not download or install any commercial software, shareware or freeware, or any other materials without permission.
- (k) Students must tell a member of staff immediately if they think they may have accidentally done something which breaches this Code, or if they have found a site which might be unsuitable for students.

**Sanctions may be given to a student breaching any of the rules set out in this Code of Conduct whilst the student is enrolled at The Belvedere Academy. In addition, if a student breaches rules (e), (f) and (g) of the Code of Conduct set out above, even if that breach occurred outside of the Belvedere Academy, the student's ICT privileges may be withdrawn and, depending on the seriousness of the breach, the student may be excluded from the Belvedere Academy.**

#### **4. Using Electronic Mail (Email):**

- 4.1 Every student with network access is issued with an e-mail address. The purpose of using e-mail is to make contact with others who can help with the student's learning programme or to provide relevant and appropriate resources.
- 4.2 It is the responsibility of each student to manage their own Academy e-mail account. Any messages that do not need to be kept should be permanently deleted. This should be done on a regular basis as it will prevent overloading the system.
- 4.3 The use of other external web-based servers (such as Hotmail and MSN) to access e-mail accounts is not permitted.
- 4.4 Students are expected to be responsible when using e-mail and/or any other method of communication and must follow the rules set out below:
  - (a) Students **must not** provide details of the following via the Academy e-mail system:
    - home address;
    - telephone number;
    - password;
    - any personal information;
    - photographs of themselves;
    - any bank detail or credit card numbers;
    - any personal details of my fellow students or members of staff
    - any information about The Belvedere Academy.
  - (b) Students **must not** to arrange to meet anyone with whom they have made contact using e-mail.
  - (c) Students **must not** open any e-mails, especially attachments, if they do not recognise or trust the sender - they should report the matter to a member of staff.
  - (d) Students **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 students and staff).
  - (e) Students **must not** use e-mail to bring students, staff or The Belvedere Academy

or the Academy's sponsors (The Girls' Day School Trust and HSBC Global Education Trust) into disrepute, or to incite others to do any of these things (this may include emailing photographs of students and staff).

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

**If a student breaches rules (d), (e), (f) and (g) of the Code of Conduct set out above, even if that breach occurred outside of the Belvedere Academy, the student's ICT privileges may be withdraw and, depending on the seriousness of the breach, the student may be excluded from The Belvedere Academy.**

## **5. Using Mobile Phones:**

- 5.1 Mobile phones have become a very common way of keeping in contact, particularly with family and friends. However, increasingly mobiles phones are being used to bully others.
- 5.2 Students must not use mobile phones to send messages which are inappropriate/unpleasant (including using racist or other offensive language) or text messages which are designed to cause distress, harass or bully others. Students will have breached this Code if they send such messages to other students or staff, whether the message is sent whilst inside or outside the Academy (for example at home). Sanctions for sending such messages could include exclusion.
- 5.3 If students are given a member of staff's mobile phone number for the purpose of organising a school trip and/or keeping in touch during the duration of the trip, they should only use the mobile phone number for this purpose. Students should not contact a member of staff via their mobile phone at any other time, or for any other purpose without permission.

## **6. ICT and the Law:**

- 6.1 Most information available electronically is protected by copyright in the same way as, for example, books, photographs, music or plays. The rules relating to copyright are complex and students must be careful not to breach them.
- 6.2 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 the Network) that it can be freely copied.
- 6.3 **If in any doubt, speak with a member of staff to make sure that you are permitted to copy a document or file.**

## **7. Review:**

This Policy and Code of Conduct will be reviewed when there are changes in the law, or in accordance with the schedule drawn up by the Principal and agreed by the ATB.

**Last Revised and Modified: May 2010**



The Belvedere Academy

## **ICT Policy & Code of Conduct - Agreement**

I understand that The Belvedere Academy filters e-mail messages and internet access for offensive and inappropriate material, and to ensure compliance with the law and this Code of Conduct and to ensure the safety of all students.

I understand that I staff have a responsibility to monitor me more closely if it is suspected that I am breaking the rules of acceptable use, and they have the right to look at anything I send, if necessary.

I also understand that breach of these rules is a breach of The Belvedere Academy rules and may lead to the withdrawal of ICT facilities and/or exclusion from the Academy in accordance with the Academy's Disciplinary Policy, depending on how serious the breach is.

**Student's Signature:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Year Group:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Name of Parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*(This indicates acceptance of the ICT Policy & Code of Conduct and gives permission for your daughter to use the Academy's ICT system, subject to the conditions laid out in the ICT Policy & Code of Conduct).*