

ICT CODE OF CONDUCT

The 'Student Rules for ICT Use and the Internet' state, *"The use of ICT and the Internet at Esher High must have an educational purpose ... Students must behave in a sensible manner when using ICT and must not do anything which may affect the school, the ICT Network, or the work of others."*

To accompany Esher High's ICT Rules, here is our ICT Code of Conduct for you to follow. This aims to keep everyone safe while using ICT at school. As soon as you log into any machine, you are automatically agreeing to abide by these rules – Please read them carefully:

- I will only log in using my own username and password, which I will keep secret.
- If I suspect that someone knows my password, I will change it immediately.
- I will not use someone else's account or access other people's files.
- I will not leave my account logged in or unsupervised.
- I will only use ICT and the Internet for Educational purposes.
- I will not eat or drink in an ICT Room, or leave rubbish near any computer.
- I will not bring in music, videos, games or software on my USB Flash Stick, or download anything, unless I have been given permission.
- I will not play or store games on any computer.
- I will only email people I know and my messages will be polite and responsible.
- I will not give out any personal information or arrange to meet someone over the internet.
- I will report any unpleasant material or messages sent to me on the understanding that my identity will be kept confidential.
- I understand that the school may check my computer files and will monitor ICT, Email and Internet Usage.
- I appreciate that all ICT equipment has been purchased by Esher High to assist me with my learning, and should only be used for educational reasons.
- I will not graffiti or damage the ICT equipment that Esher High provides.
- I understand that if I break these rules or violate the 'Rules for ICT Use and the Internet', my internet access will be banned or restricted, an incident report will be submitted, and a letter may be sent home to my parents.
- I agree to seek advice from a member of the ICT Support Team if I do not understand any part of the "ICT Code of Conduct" or "Rules for ICT Use and the Internet".
- I understand that anytime I use ICT at Esher High, I agree to and I am bound by the above rules.