



IT Code of Conduct for Pupils

Pupils must comply with the following Code of Conduct to ensure the safe use of the IT facilities provided by the School. These rules apply to all use of technology within School including desktop PCs, laptops, tablets, smartphones, media players and other digital devices. The IT facilities in School are for educational purposes only and all use should be appropriate in this context. Use of personal devices on the School site is also covered by this code of conduct.

Failure to comply with these rules will result in disciplinary action which may include: Loss of access to School IT facilities (including use during lessons), suspension and expulsion. Illegal activity will be reported to the appropriate authorities.

- Pupils must only log onto the network with the username allocated to them by the School and not the username of any other pupil or member of staff. Pupils must not attempt to access the user accounts, files or email of a staff member or another pupil, including on digital devices where accounts have been logged on to by that user.
- Pupils must not allow other pupils access to their account. Each pupil is responsible for keeping their password secure, changing it regularly, saving work regularly, organising files and deleting unwanted files.
- Internet use within School must be appropriate to education. Pupils may not access chat rooms (other than those which may be provided by the School), social networking, gaming, tv/video streaming or shopping sites whilst in School.
- Pupils should not attempt to circumnavigate web security systems using VPN (virtual private network) sites or software.
- Pupils should take care when accessing web-based material. The School implements appropriate measures to restrict access to inappropriate content; however, pupils should still exercise discretion when choosing which content to access. The School does not guarantee complete security from inappropriate material. Pupils are encouraged to report any content which they find disturbing to a member of staff. Safe use of IT facilities at School is covered in Computing and PSHCEE lessons, through the online safety certificate taken by pupils at various stages in their school career and in Assemblies.
- Pupils must not use IT (including email, digital photos and social networking) in a way which is likely to cause harm or offend others or which may be seen as bullying or bring the School into disrepute. Appropriate action will be taken, including informing appropriate authorities, where use of IT outside School has caused harm or offence in connection to the School, its staff or its pupils.
- Pupils should inform the Network Director and/or Computing staff if:

- the virus checking software detects a virus or they receive any suspicious or unusual emails.
 - they discover any part of the School network or other IT systems to be insecure or they believe someone has accessed their user account(s).
- Pupils must not download music or video files in School.
 - Pupils must not attempt to download or install software on any School digital device or using the School network. All software used on digital devices in School must be correctly licensed.
 - Pupils must not take photos or videos or use existing photos or videos of another pupil or member of staff without their consent. Pupils must also take care to check the background of photos and videos to ensure that no unconsenting parties are present.
 - Staff may monitor all use of IT facilities by pupils. This can include (but is not limited to): accessing files stored on the School network, logs of internet usage, logs and images of actions performed on School computers, live monitoring of pupil activity.
 - Pupils must only bring digital devices including laptops, tablets, smartphones and media players to School which have been explicitly authorised by the Headmaster. Pupils must abide by the school's mobile phone policy as outlined in the school handbook.
 - Bring Your Own Device (BYOD) is done on the understanding that the School takes no responsibility for the device and any damage to the device will be covered by the owner's own insurance policy. The school supports students wishing to secure their device during lunch time by providing access to charging lockers for devices on request. Pupils are responsible for their devices at all other times.
 - All BYOD devices should have an active and up to date anti-virus software package installed.
 - All chargers for BYOD devices must be inspected and PAT tested by the school's technicians before use in school if they are older than 3 years.
 - Pupils are only permitted to use the 'chat' function in Teams to participate in class discussion, as directed by their teacher for limited lengths of time to complete group work. No communication should take place between pupils on their school Teams accounts that is not permitted by a member of staff.
 - Pupils are not permitted to use Teams to make calls to one another at any time, except for when express permission has been given by a teacher during a lesson where it is necessary to aid group work.

Reviewed: September 2023: Network Director, Headmaster and Governors

Reviewed: May 2024: Network Director, Director of Senior School Data and Whole School ICT Systems, Assistant Head ICT Systems, Headmaster and Governors

Review due: March 2025: Network Director, Director of Senior School Data and Whole School ICT Systems, Assistant Head ICT Systems, Headmaster and Governors



CRANFORD

SCHOOL

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Please sign and return to your son or daughter's Form Tutor as soon as possible.

Pupils

I understand the IT Code of Conduct. I will use the IT facilities in a responsible way and obey these rules at all times. I understand the penalties which may be applied for inappropriate usage.

Pupil Name (please PRINT)	
Form	
Pupil Signed	
Date	

Parents /Guardians

- I have read and understood the IT Code of Conduct and give permission for my child to use the IT facilities provided by the School.
- I have read and understood the accompanying document '**Policy on Pupils' Use of IT, Smartphones and Other Digital Devices.**' (available on the School's website).
- I understand that the School will take reasonable precautions to ensure pupils cannot access inappropriate materials but does not guarantee that these cannot be accessed.
- I agree that the School may monitor the activity of my child as described in the IT Code of Conduct.
- I understand the penalties which may be applied for misuse of technology as described in the IT Code of Conduct.
- I agree that the School is not liable for any damages arising from the use of IT facilities.

Parent Name (please PRINT)	
Parent Signed	
Date	