



# Hulme Hall Grammar School

## Computing Code of Conduct

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The use of computing in education has brought many exciting and new opportunities but can also cause problems of misuse by a small minority of individuals. To encourage the responsible use of computing equipment we have produced a Code of Conduct that is grounded in common sense and good manners, it is intended to protect the whole school community.

Pupils must regard access to our computing facilities as a privilege, not a right. It would be very easy to limit the use of these facilities, but this would inevitably harm the majority of pupils in the school who are able to work in a mature and sensible way.

All pupils using any computer equipment in school must follow this Code of Conduct.

### Use of Computers

The computer equipment is provided for the benefit of all pupils and so:

- It must only be used for legitimate purposes, e.g. school work, research, homework.
- All equipment must be treated with respect.
- A booking system may be used for certain times such as clubs to ensure fair access.
- Pupils must not eat or drink when in the ICT suite or when using any computing equipment throughout the school.
- All pupils must use the handwash available in the ICT suite before using a computer.
- Pupils using their own computing devices on school premises must also abide by our Code of Conduct.

### User Accounts

Each pupil has a user account via Office 365. This account allows students to sign in to school computers, send/receive school emails, and to gain access to Office apps on their own devices and via the web. This enables them to produce homework using the same software used in school and easily access their documents from anywhere with an internet connection.

Each pupil has a user account that allows students to sign in to school computers.

The username format is as follows: **firstname.lastname**

## Pupils will be allowed to set their own password at the start of each academic year.

- Each user is responsible for the security of their password and for documents stored on their account.
- Under no circumstances should a pupil sign in with another person's user name and password.
- If you forget your password, you must inform the ICT Teacher / ICT Technician.
- Personal documents should not be saved on your school storage – **this is for schoolwork only.**

Pupils also have a Microsoft 365 account which gives them access to Outlook email, Office apps (Word, PowerPoint etc.), and Microsoft Teams on their own devices and via the web. This enables them to produce homework using the same software used in school and easily access their documents from anywhere with an internet connection.

## Technical Tips

- Do not switch off a computer whilst a program is running or while a file is being saved or loaded.
- Always sign out properly after use so that the computer is ready for the next person to use.
- The computer and surrounding area must be kept tidy.
- Storage devices may only be used for transferring schoolwork to and from home.
- Attempts to use CDs, USB drives, the internet or other devices for something other than schoolwork will result in the device being confiscated and/or access to the internet being revoked.

## Internet and Email Use

The school internet service is filtered to prevent access to inappropriate sites, but due to the nature of the internet, we cannot guarantee total protection. It is expected that pupils will use these facilities in a responsible and sensible manner. Pupils must not:

- access sites that contain inappropriate material (i.e. pornography)
- access information that is racist, sexist, obscene or offensive to others
- avoid the filtering and monitoring of the computing facilities, by any means
- save and/or distribute unsuitable images from the internet
- use email or other means to send unpleasant or abusive message to others
- download any files unless there is a clear educational reason for doing so
- make financial transactions of any kind
- play and/or download online games

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## Computer Misuse

Pupils need to be aware that in order to ensure that the computers are not misused, staff will check user accounts for unsuitable documents and will monitor the use of the internet remotely. In addition, a log will be kept of all internet sites visited by each user.

The following sanctions will be used in cases of misuse:

- Inappropriate use of the internet will lead to access being revoked
- Attempts to avoid the filtering and monitoring of the computing facilities will be dealt with severely
- Parents will be informed when pupils are misusing the equipment or the internet
- Deliberate interference with software or hardware incurring a cost and/or needing external help to rectify will be regarded as wilful damage. Any cost will be transferred back to the pupil/parent.
- Persistent misuse may lead to user access to the computer network being withdrawn for the remainder of the pupil's school career.
- In all cases, failure to observe the full Computing Code of Conduct will lead to the application of the normal disciplinary sanctions of the school, in addition to restricting pupil access to our computing facilities. Each case is taken on its own merits.



# Computing Code of Conduct Reply Slip

I have read and understood the Code of Conduct for using the school's Computing facilities and agree to abide by it in all uses of computing equipment, software, including email and internet use.

I understand that a copy of the **Code of Conduct for using Computing Facilities** will be on notice boards in both computer suites so that I can remind myself of its contents whenever I need to.

Name of Pupil \_\_\_\_\_

Signed \_\_\_\_\_ (pupil)

Countersigned \_\_\_\_\_ (parent/carer)

Date \_\_\_\_\_