Parmiter's School E-Learning and Chromebooks Code of Conduct

This code of conduct applies at all times when using any IT services provided by Parmiter's School. It applies to any device (school owned or a personal device) that is connected to our WiFi network or Google Domain and applies both during school hours and outside of school hours.

Internet, e-mail and access to G Suite for Education will be provided for you to conduct research, communicate with others and access online learning resources and your personal online storage space on the understanding that you agree to follow this code. This code of conduct is not intended to be exhaustive. At all times you must use e-learning resources in an appropriate and responsible manner.

ICT Acceptable Use Agreement: Students (for our full ICT policy please see the following link)

- I will only use ICT systems in school for educational purposes.
- I will only log on to the school network, other systems and resources with my own username and password and will not use anyone else's account.
- I will follow the school's ICT security system and not reveal my passwords to anyone and will change them regularly.
- I will only save files on the network/Google Drive that are related to school work. I will not use filenames that could be considered offensive.
- I will not attempt to make any unauthorised alterations to the technical environment provided by the school and I will not download, install, modify or run any software on school technologies that were not made available to me by the school.
- I will not attempt to bypass the internet filtering system.
- I will not play games on school ICT systems without a member of staff's permission.
- I will only use my school email address for school business. I will check my email regularly and carry out routine 'housekeeping' of my email messages.
- I will make sure that all ICT communications with students, teachers or others are responsible and sensible and follow the guidelines in all relevant policies.
- I will respect the privacy and ownership of others' work online at all times.
- I will be responsible for my behaviour when using the internet and online services. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not communicate with anyone online who I do not know in person. I will not give out any personal information such as name, phone number or address.
- I will not take or publish images/video/audio recordings or other identifying media of students and/or staff without the express permission of a member of staff. Images/video/audio recordings or other identifying media will only be stored and used for school purposes in line with school policy and will not be taken outside the school network or used outside of official school platforms without the permission of the Headmaster.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others upset or distress or bring the school or an individual into disrepute.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers and parents.
- I will respect ICT equipment and will not deface or damage it.
- I will log off when leaving a computer.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

All services provided by Parmiter's School are subject to monitoring services which will automatically flag inappropriate content to the school's dedicated safeguarding team. If the safeguarding team feels that content needs further investigation, your services can be accessed and your activity reviewed. All activity on your account is your responsibility as your area is password protected. Any inappropriate activity will be assumed to be yours.

Chromebooks

All students in school have access to their own personal Chromebook, a device which provides access to G Suite for Education. These devices are filtered and monitored in the same way as other school devices. In addition to following the E-Learning Code of Conduct, students who have access to their own personal Chromebooks must also adhere to the following guidelines.

- Chromebooks must be brought into school every day as a standard piece of equipment.
- Chromebooks must be fully charged at home. You cannot plug your Chromebook in to charge it during a lesson.
- Chromebooks must only be used in lessons when directed by a teacher.
- Take care of the Chromebook. If not in use or walking around, it must be in its **case and stored in an appropriate school bag**.
    - Bags with devices in must be kept with the student at all times or left securely in their lockers
    - Do not leave bags with devices in around the school site unattended
    - When travelling to and from school you must keep your device out of sight (in your school bag).
- If the device is damaged or broken you must do the following:
    - Report the issue immediately to Freedom Tech (if the device was purchased via the school) via this link: www.freedomtech.co.uk/help
    - Once logged, damaged devices can then be handed in to the school's IT team (located in the Learning Resource Centre). Students will receive a replacement device immediately, which will then become their normal device.

Failure to follow the code of conduct

Failure to follow this code of conduct will result in the partial or full loss of access to a Chromebook and connectivity to the school's Wifi / network services during the school day. Further disciplinary action may be taken in line with the school's behaviour policy. Where inappropriate activity is severe and may constitute a criminal offence, external agencies, including the police, may be contacted.

Using the internet at home and outside of school

We encourage students to use the internet at home to enhance their learning. While using your school Chromebook at home you will receive the same internet filtering and monitoring as you get in school.

We request parents/carers work with us to ensure students' online activity is safe and positive. Whilst social media applications are blocked on Chromebooks, we recognise students have access to these on other devices. We therefore remind parents that most social media sites limit users to a minimum age. For further advice and guidance on monitoring social media use, visit www.thinkyouknow.co.uk or look at the information under Learning and E-Safety on our school website. We treat all types of bullying, including cyberbullying very seriously. If cyberbullying is reported in school, we follow appropriate actions as deemed necessary.

Student name: .... Tutor group: .... Date: ....

My parents/carers and I have read and discussed the above and agree to follow it. We understand the consequences of not following the code of conduct.

Student signature: ....