



ICT CODE OF CONDUCT FOR PUPILS

Pupils using the ICT facilities of Durham High School must agree to the following and their agreement must be endorsed by their parents:

School IT Facilities

1. Handle all computer equipment carefully and report any problems or defects to the IT Department.
2. Not to connect any hardware to school equipment, without the permission of the member of staff in charge.
3. Not to access other people's files unless permission has been given.
4. Only to use the school's computers for schoolwork and homework unless permission has been granted otherwise.
5. To report any misuse of computers they see to a member of staff.
6. Not to carry out any action on school ICT facilities that infringes copyright law.
7. To follow the school's Code of Conduct for using the Internet.

Code of Conduct for Using the Internet

At Durham High School, we expect all students to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes the materials they choose to access, and language they use.

1. Students using the World Wide Web should not deliberately seek out offensive materials. If any student encounters any such material accidentally, they should report it immediately to a teacher.
2. Students are expected not to use any offensive language in their email communications and to contact only people whom the teacher has approved.
3. Students are reminded that both email and internet activity are constantly monitored via their user login account.
4. No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone should be made unless this is part of an approved school project for which parents/guardians have approved participation.
5. Students consistently choosing not to comply will be warned and may be denied access to Internet resources.

6. The use of personal USB storage devices are not permitted with the preferred storage alternative being one drive via your office 365 account.

Personal Devices

Students in some year groups are granted connection of personal devices to the schools Wi-Fi system. Connection to the system is a privilege and maybe revoked if misused.

1. Connection will be via personal mobile phone, tablet and personal laptop.
2. Students must not share their unique login details with other pupils.
3. Students must be aware that all internet activity will be remain monitored during connection to the school network.
4. Students must not attempt to bypass the school screening filter via apps such as VPN and Proxy tools. The use of such apps will be automatically highlighted to the IT Department and user access will be revoked.
5. Students must not attempt to plug in personal charging equipment to the school mains sockets without firstly obtaining a Portable Appliance Testing label (green label signifying PASS).
6. Portable appliance testing must be requested by the student for their own portable charging equipment. Requests for PAT testing must be made to the Facilities Manager (facilitiesmanager@dhsfg.org.uk).

ICT Code of Conduct Agreement

Name of Pupil:

Form:

I have read and understood the Durham High School "ICT Code of Conduct" and I agree to abide by the rules and regulations contained within it.

I understand that if I break these rules I will be subject to the School's disciplinary procedure which may involve withdrawal of access and other sanctions.

Pupil signature Date

Parent/Guardian signature Date