E-LEARNING CODE OF CONDUCT

This code of conduct applies at all times, in and out of school hours, whilst using school equipment.

Access to the Internet will be provided for you to conduct research, communicate with others and access your personal on-line storage space as well as learning resources but only on the understanding that you agree to follow this code. This code of conduct is not intended to be exhaustive. At all times you should use e-Learning resources in an appropriate and responsible manner.

THE CODE

You should:

- [✓] Only access sites which are appropriate for use in school. *This also applies outside lesson time*

- [✓] Be aware that your actions on the Internet and when using e-mail can be seen and monitored

- [✓] Be aware that information on an Internet web site may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it

- [✓] Be careful of what you say to others and how you say it. *Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or communicate with on the Internet. Never arrange to meet strangers who approach you whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not have your best interests at heart*

- [✓] Treat others as they would expect to be treated, *e.g. show respect and be polite. Remember that something that may seem like a joke to you could upset someone else*

- [✓] Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet or e-mail

- [✓] Respect copyright and trademarks. *You cannot use the words or pictures that you see on an Internet site without giving credit to the person who produced the information originally. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.*

- [✓] Check with a teacher before: * sending e-mail
    * downloading files
    * completing questionnaires or subscription forms
    * opening e-mail attachments

You should not:

- [X] Send, access, store or display offensive or upsetting messages or pictures

- [X] Use or send bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority

- [X] Intentionally waste resources

Please note:

You should always log out and close your browser when your session has finished.

User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved: certain activities may constitute a criminal offence.

Copyright Release

This school may produce printed publications and/or a school web site which may include examples of pupil's work and/or photographs of pupils. No child's work will ever be used without his/her permission and we take the issue of child safety very seriously which includes the use of images of pupils. Including images of pupils in school publications and on the school website can be highly motivating for the pupils involved, and provides a good opportunity to promote the work of the school. However, schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to the school publishing their children's work and to the taking and using of photographs and images of their children subject to strict confidentiality of personal information. (This can be changed at any time; just see the Headteacher or Computing Co-ordinator).

Digital Video

Digital video is an exciting medium which can motivate and inspire pupils. Research has shown that using digital video in education can help encourage creativity, motivate and enthuse pupils, and improve communication and team-working skills.

At St. Michael's CE Primary School we intend to use digital video as part of our learning and teaching and for the recording of school productions and events. We ask that parents consent to their child taking part in the production of digital video, and/or appearing in films.

Whereas the risks of using digital video in education are minimal, schools have a duty of care towards pupils. This means that pupils will remain unidentifiable, reducing the risk of inappropriate contact, if images or examples of their work (including digital video) are used on the school website. All digital video work at St. Michael's CE Primary School is underpinned by our acceptable use and internet safety policies.

(Permission for the school to use photographs or video your child in the ways outlined above are included in the school's Photographing Children Policy and your wishes with regard to whether permission is granted will always be respected)

I agree to follow these rules:

Name……………………………………….

Year Group………

Signed……………………………………….

E-LEARNING CODE OF CONDUCT – YOUNG USERS

You should:

☺ Always follow the instructions of your teacher.

☺ Keep your username and password secret.

☺ Always be nice and polite when you send messages to other users.

☺ Always tell your teacher if you see, hear or read anything which makes you feel uncomfortable while using the computer.

You should not:

☹ Send anyone a message which is not nice.

☹ Use bad language in a message.

☹ Use any other person's work or e-mail.

☹ Tell a stranger any of the following information:
  ➢ your name
  ➢ your home address
  ➢ your telephone numbers
  ➢ any other personal information about yourself or any of your friends.

When you are finished using a computer you should always close it down properly following your teacher's instructions.

I agree to follow these rules:

Name………………….. 		Year Group…………