



**Student ICT Code of Conduct**  
**Woodbridge High School**



This code of conduct applies to all WHS students using our ICT facilities and services, within the school or accessing them from outside of school.

**I will:**

- Treat our ICT equipment with care and respect.
- Immediately report any problems with software or equipment to my teacher.
- Maintain the security of my personal user area by regularly changing my password when reminded to.
- Virus scan at school and at home, any USB memory sticks I use.
- Only print documents that are to do with my school work and when given permission to do so by a member of staff.
- Save all my work in my user area, but also make back-up copies if necessary (e-mailing yourself your work will help here).
- Save work appropriately in my user area and expect to be asked about my user area if the file size gets too high.
- Turn my monitor off and tell a member of staff STRAIGHT away if I see something that makes me feel uncomfortable or upset.
- Tell a member of staff STRAIGHT away if I see there is a technical problem with any piece of ICT hardware that I am using.
- (when I have finished using a computer) clear any rubbish from my work; unplug & make sure that I take my USB memory stick with me; log off correctly & shut it down the if it is the last lesson of the day.
- Only play games on a computer that are school approved & if a member of staff says I can.
- Ensure that when & if I open my personal email account within school that non-related school e-mails are not opened & be aware of if they are there could be issues which will need to be followed up.

**I will not:**

Tell anyone my password or use someone else's to do work

(If accessing e-mails) open any from unknown senders

Download & save any games of software into my user area

Use the Internet without a member of staff's permission

Bring any food or drink near to any ICT hardware

Change any of the settings on the computer or monitor which affect the way it operates and functions

Attempt to by-pass (go round) the school security settings or knowingly do anything to put the security of the school network at risk

Print multiple copies of work without permission

Use any ICT to bully or hurt the feelings of another person (e-mail, websites, mobile phone). This could include publishing images of others

Intentionally damage any piece of ICT hardware/connection

**If I do, I understand that:**

I could be banned from using the school network

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I could be banned from using the school network & I could have a very serious sanction

I will have a sanction for doing so e.g. detention

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I will have a very serious sanction, which could involve organisations outside of school

I will be expected to pay (or my family will) for the damaged item to be fixed or replaced & I will have a serious sanction

By signing below you are confirming that you have read & understood all of the above and that you understand that any of your electronic communications could be looked at if they are related to your well-being & that you understand that any electronic communications related to school are not entirely private.

Print name: .....

Signed: .....

Tutor Group: .....

Date.....