E-Learning Code of Conduct

Learners guide to appropriate use of school e-learning facilities.

This code of conduct applies at all times, in and out of school hours, whilst using school equipment. 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. Applies also at breaks and lunchtimes
Be aware that your actions on the Internet, when using e-mail and in the VLE can be seen and monitored
Always keep your username and password private and secure. *If you feel someone may know your password change it or ask your teacher to help you change it.*
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*
Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet, e-mail or VLE
Respect copyright and trademarks. *You cannot use the words or pictures that you see on an Internet site without giving credit to the person that 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 your teacher before:

 * downloading files
 * completing questionnaires or subscription forms
 * opening e-mail attachments

You should not:

Send, access, store or display offensive messages or pictures
Use or send bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority
Access any other user's files, e-mail or personal web space without their express permission.
Intentionally waste resources (such as paper and ink)

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.

Please sign the Agreement Form at the back of this booklet to show that you have read and understand the ICT Code of Conduct