

Sevenoaks School IT Code of Conduct for Pupils

By logging onto the school's IT network, all pupils are deemed to have read the IT Code of Conduct and agreed to adhere to its terms and conditions. The code is routinely updated, with the current version available on the student portal. In essence, the school expects all users to respect the systems provided and to use them responsibly, securely and legally.

Sevenoaks School provides a range of IT systems to support the educational and professional activities of pupils, staff and visitors on the understanding that they will be used appropriately at all times. Any activity threatening the integrity or security of systems, corrupting or compromising information, threatening the reputation of an individual or the school or that contravenes the law will be subject to disciplinary action. Acceptable use includes, but is not restricted to, the points detailed below. The code is updated routinely and the latest version is available on the student portal.

Network and Data Security

- The security of IT systems at Sevenoaks School, whether owned by the school or other organisations or individuals, must not be compromised. Pupils may not disconnect any item of computer equipment from the school's IT networks, nor are they authorised to install any equipment onto the school network or software on school owned equipment. Activities that compromise the performance of the network, such as peer-to-peer networking, torrent downloads and networked game playing, are prohibited. Pupils are expected to use the school's filtered network for all internet access in school to protect them from potential harm derived from unfiltered access to the internet by internet phone, 3G or similar methods.
- This code covers all access by pupils to or through school owned systems by pupils using their own portable or handheld devices (e.g. laptops or other mobile devices connected to the wireless network, smartphones synchronized with school email accounts). Personal portable devices used to access school data and systems must be protected by automatic locking and passcodes.
- Access to the network may only be made using the authorised account and password issued to that user, which must not be shared with other people. To protect themselves, pupils should never leave a network account logged on at an unattended machine, and pupils must always log off when finished, whether accessing systems in school or remotely.
- Malware (viruses and spyware) must not be introduced to school systems, maliciously or inadvertently.
- Pupils may not use front-of-class equipment provided for teaching staff in classrooms unless under the supervision of teaching staff. Audiovisual equipment (data-projectors, speakers, sound systems) must not be used by pupils to play music from, e.g. iPods, MP3 players.

The Law

- All users are subject to legal frameworks including the Data Protection Act and Data and Computer Misuse Acts. Copyright and intellectual property rights must be respected.

Personal Use

- Use of school systems for personal financial gain, gambling, political purposes or advertising is forbidden.
- Whilst systems are primarily made available to support the school's educational activities, pupils (especially boarders) may use the school network for communication during certain times of the day, subject to restrictions for time and content.
- Users of the school systems may not store large volumes of personal emails and data (e.g. multimedia music or image files) on the school's network.

Communication

- Users are responsible for the e-mails they send and for contacts they make; email should be written carefully and politely. As messages may be forwarded, email is best regarded as public property. Anonymous messages, emails sent from another user's account, chain messages and all-pupil emails must not be sent. To

add a notice to the Daily Bulletin for mass communication in school about lost items of value, contact Mrs Heritage at Claridge House Reception or at lfh@sevenoaksschool.org

- School systems must be used for all online communications between staff and pupils. For the protection of staff, pupils and the school, social networking sites like *facebook* and other public forums should not be used for communication between staff and pupils. Students become leavers from September following their final term at school.
- All users are expected to check email accounts daily during term time.
- Users are responsible for deleting old and non-essential email messages (both sent and received) every term and must ensure that their account file space limits are maintained and work backed up. Users will be expected to reduce storage volumes on their email accounts if they exceed acceptable quotas, as determined by the IT Service Department.

Printing

- The school is committed to reducing environmental and other waste and to lowering its CO₂ emissions; all users are therefore expected to keep printing to a minimum to save paper, toner ink, printers and power.
- The use of the school printers for multiple copy printing is forbidden. School printers may not be used for personal printing by day pupils.

Online Activity

- The school reserves the right to block and/or restrict access to certain websites on the grounds of inappropriate content, excessive bandwidth or timing. Requests to unblock restricted sites can be addressed to the Deputy Head Pastoral (tmh@sevenoaksschool.org) or Director of Information Systems (sxw@sevenoaksschool.org).
- Covert filming, photography or audio recording of any member of the school community is forbidden. The distribution or dissemination of materials by any means captured in this way is a serious breach of this Code of Conduct and will be viewed as cyberbullying if it causes humiliation or offence.
- Care should be exercised to support the good reputation of the school, staff or other pupils when recording information on social networking pages or other public forums.
- Information about the school should not be recorded on pupils' social networking pages or other public forums. You are advised not to disclose personal details on these sites to protect yourself from fraud, theft, abuse or access by external organisations that may base personal references on the information you post.
- If you have inadvertently accessed inappropriate material, would like to report abuse or are concerned about something you have seen online, please speak to the Deputy Head Pastoral (Miss Homewood), your divisional head, housemaster or housemistress or your tutor.

The school may exercise its right by electronic or other means to monitor the use of the school's computer systems by checking websites accessed, intercepting e-mails and deleting inappropriate material if it believes unacceptable or unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorized, unlawful or inappropriate.

Enter your personal details below and sign to indicate that you have read, understood and accepted the ICT Code of Conduct at Sevenoaks School. Return the form as directed.

Name:

Pupil Code:

School Year: Tutor Group:

Signature:

Date: