



ICT Code of Conduct

These guidelines are to be followed whenever using any of the schools ICT facilities and are intended to ensure that:

- The facilities remain in good working order.
- They are not used for purposes that break the law, interfere with the activities of others or damage the reputation of the school.

As a student at Kensington School you are entitled to use the ICT facilities and are expected to use them in a responsible way. It is the schools policy to monitor the activities of computer users on a random basis. Any complaint relating to the use of the ICT facilities will be investigated. Note the school staff may inspect the content of any file at any time.

Username and Passwords

- Never use a username or password allocated to another person.
- Never tell anyone else your username or password. You may be held responsible for anything they do in your name.
- Choose a password that you are likely to remember, but that others will not easily guess.
- If you suspect there has been a breach in security you are encouraged to change your password and inform the office.
- If you forget your password, the school office will be able to give you a new one.

Responsible use

- School ICT facilities are provided for use by students in the course of their studies. Other use is generally not encouraged.
- Do not attempt to access web sites that have been blocked. These will generally include chat rooms, social sites such as Facebook, web based email and sites containing offensive material.
- Game playing is not permitted except for educational games in lessons under the supervision of teachers.

Good working practice and Avoiding Damage to Equipment

- You must not eat, drink or place food or drink near the computers. A tiny spill or a few crumbs can easily ruin the function of delicate and expensive equipment.



- You may adjust the position of the keyboard and mouse to suit your needs, but you should not attempt to move the computer or monitor units.
- Any deliberate damage to equipment (including computers, mouse mats and furniture) will be treated as a serious breach of regulations and will be charged for.
- The computer room and library should be left in a tidy state. Remove your scrap papers, tidy away headphones if used and push your chair under the table.
- You should log off (not shut down) when you have finished using the computer.
- Computers should be shut down at the end of the day.
- Report technical faults to the school office. Do not attempt fixes yourself.
- Avoid staring at the screen for long periods – look away from the screen occasionally to avoid eyestrain.
- Downloading and installation of large files slows the system and is not permitted, e.g. screen savers, MP3 files, games, etc.

Printing

- Remember that once you press “Print”, your work will eventually get to the printer. Do Not Press “Print” again or you will get extra copies.
- When printing from the Internet, “Print” will print the whole of the web page you are on. This may run lots of pages of paper, which wastes, time, ink and paper. It is better to copy and paste the section you want to a new Word document, and then print that.

On line Information

- There is a wealth of educational material online. There is also a mass of undesirable material. School policy is to log all Internet activity on the school's ICT system. All information that you access must be considered to be legal and decent by the school. It must not be obscene, blasphemous, racist or in any way offensive.

Withdrawal of Facilities

- Any student found to be in breach of this Code of Conduct may have their use of facilities withdrawn or restricted, for example loss of Internet Access for a fixed period of time. In addition, students may be charged for replacements and extra work arising as a result of computer misuse for which they are directly responsible.



Kensington School ICT Code of Conduct Agreement Form

Student Access Contract

I understand that when I am using the Internet I must adhere to all rules of courtesy, etiquette and the law regarding access and copying information as prescribed by Kensington School and Spanish law.

My signature below, and that of my parent(s) or guardian(s), means that I agree to follow the guidelines of the ICT Code of Conduct for Internet access at Kensington School.

Student Name

Student Signature

Date

Parent or Guardian Agreement

If the student is under the age of 18, a parent or guardian must also read and sign this agreement.

We ask that you review the Code of Conduct with your child and sign the Agreement form.

As the parent or guardian of this student, I have read the ICT Code of Conduct for Kensington School Internet access. I hereby give my permission for my child to use the Internet.

Parent/Guardian Name

Parent/Guardian Signature

Date