

## E-LEARNING CODE OF CONDUCT

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

The Internet will be provided for you to conduct research, communicate with others and access your personal storage space on our network 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 website 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.
- ✓ Check with a teacher before:
  - \* sending e-mail
  - \* downloading files
  - \* completing questionnaires or subscription forms
  - \* opening e-mail attachments

#### You should not:

- ✗ Send, access, store or display offensive or upsetting 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
- ✗ 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 website 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. (Any concerns should be discussed with the headteacher)

### **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. We ask that parents consent to their child taking part in the production of digital video, and/or appearing in films as part of the curriculum and for in school use.

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. Parental consent will always be sought. All digital video work at Shiplake Primary School is underpinned by our acceptable use statement.

## E-LEARNING CODE OF CONDUCT – YOUNG USERS

You should:

-  Always follow the instructions of your teacher.
-  Keep your usernames and passwords **secret (including accounts on educational games and programs)**.
-  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.
-  Give out 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 have finished using a computer you should always close it down properly following your teacher's instructions.

## **E-LEARNING CODE OF CONDUCT**

**Please return a signed copy for each child to the School Office.**

Pupil: \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

My parents and I have read the E-Learning Code of Conduct and I agree to follow it.

Pupil Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent:

As parent or guardian, I have read, discussed and explained the E-Learning Code of Conduct to my son/daughter. I understand that if he/she fails to follow this code, his/her individual access may be withdrawn and I will be informed.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Permission and Copyright Release**

I consent to photographs and digital images of the child named above, appearing in printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected.

I also consent to examples of my child's work being published on the school website or in other media, subject to strict confidentiality of personal information.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Digital Video**

I consent to my child taking part in projects using digital video. I consent to my child taking part in the production of digital videos and appearing in films. I understand that films will be used in school and may be made available on the school website.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_