

Code of Conduct for Use of the School Network & The Internet.

This simplified code of conduct applies at all times, in and out of school hours, whilst using the school equipment. Please read it carefully.

You should:

- Only access websites that are appropriate for use in school.
- Be careful of what you say to others and how you say it.
- Respect copyright and trademarks. (You cannot copy material without giving credit to the person/company that owns it).
- Check with a teacher before opening email attachments or completing online questionnaires or subscription forms.

You must not:

- Download games or other programs from the internet.
- Use chatlines.
- Access social networking sites without a teachers permission.
- Send, access or display offensive messages or pictures.
- Give your name, address, telephone number or any other personal information about yourself or others to anyone you write to.
- Intentionally waste resources thus preventing use by others.
- Log onto the School Network with any user account other than your own.

Please note:

- User areas on the school network will be closely monitored.
- 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, as certain activities may constitute a criminal offence.

E-Mail & Internet Use Consent Form.

Pupil's Agreement.

I have read and understood the Code of Conduct for use of the school's computer network and the Internet as detailed in the Information Pack. I will use the computer system and internet in a responsible way and obey these rules at all times.

Parent/Carer's Consent for Internet Access.

I have read and understood the Code of Conduct for use of the school's computer network and the Internet as detailed in the Information Pack and give permission for my child to access the Internet. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature of content and materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Parent/Carer's Consent for Web/School/Press Publication of Work.

I agree that, if selected, my child's work may be published on the school website, around the school and in the press, where agreed by the school.

Parent/Carer's Consent for Publication of Photographic Images.

I agree that I will not use, or allow anyone else to use, any images taken in and around the school, including school excursions for use on the Internet including uploading to social networking sites, or any other websites, without first contacting the Associate Headteacher.

Code of Conduct for the use of Photographic Images.

This code of conduct specifies the manner in which the South Newcastle Federation incorporating Clayton Hall Business and Language College and NCHS The Science College, will use and make available photographic images of pupils. (Where photographs are mentioned this should be read to include still, video and electronic images.)

We will:

- We will not use photographs of pupils in any publicly available media if their parent/carer has specifically objected.
- Not publish any personal details such as a pupil's age, address or telephone number (all in accordance with the Data Protection Act 1998).

Pupils/Parents/Carers should ensure:

- That they do not take photographs without the subjects consent or against their wishes.
- They never take photographs in a situation which embarrasses or humiliates another pupil.
- They do not infringe another pupil's privacy in any way.

At no time should photographs be taken in the changing rooms, toilets or other areas of privacy.