



Miss Sylvia Thomas – Principal of Banbury Aspirations Campus

### ICT Code

**This code applies at all times, both in and out of lessons.**

- ✓ **I understand that access to the computer network and Internet is provided to support learning.** It should only be used for schoolwork. Access to the Internet, whether from a school device or using the 'StudentNET' with personal devices is a privilege, not a right and may be restricted or withdrawn for anyone who abuses this privilege.
- ✓ **I will only use my own Username and Password.** I will keep my password secret and accept that I am responsible for any and all activity carried out under my username on Wykham Park Academy's computer network.
- ✓ **I agree not to cause intentional damage or disruption** to the school network, Learning Platform, other users' data or to abuse the privacy of other users. I will not post personal information about myself or others on the internet.
- ✓ **I will respect the ICT equipment and its environment at all times.**
- ✓ **I will not access websites that are inappropriate for the current lesson.** I understand that non-educational games are not school work and these are not to be accessed during school hours.
- ✓ **I will conserve resources by only printing only that which is required for my school work.** I will obtain permission before printing.
- ✓ **I will save my work every 10 minutes and always keep a copy of work in my own user area.** In the event of a problem, it would be better to go back to the copy in your user area than to have to start again.
- ⊘ **I will not use the school's computer network to create or display content that may be abusive, upsetting or offensive to others.**
- ⊘ **I will not download software or inappropriate files onto the school network.** This includes games, applications or music from CD ROM, MP3 players, mobile phones, the Internet or any other source
- ⊘ **I will not install or connect anything to the school's network which may negatively affect** the operation of the system, equipment or hardware.
- ⊘ **Be aware that staff can monitor your files and emails and can check and record anything that you do on the computer network.** Users should have no expectation of privacy in their Internet traffic and computer activities.
- ⊘ **Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate, which could include informing your parents or the police.**

**Student Name:** \_\_\_\_\_ **Mentor Group** \_\_\_\_\_

My parents and I have read and understood the ICT Code. I agree to follow this Code at all times and understand that privileges may be restricted or withdrawn if I do not do so.

**Parent/Carer Name:** ..... **Signature:** .....

**Student Signature:** ..... **Date:** .....

