



Notre Dame Plymouth

INTERNET CODE OF CONDUCT FOR USE OF THE SCHOOL'S INTERNET/E-MAIL

This code of conduct applies at all times, in and out of school hours, whilst using school equipment. Internet access will be provided for you to conduct research and communicate with others 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 the Internet in an appropriate and responsible manner.

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 can be seen by others and is monitored.
- Be aware that information on an Internet web site 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 talk 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.
- Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet or e-mail.
- Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the person that owns the site. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.
- Check with a teacher before:
 - sending e-mail downloading files
 - completing questionnaires or subscription forms
 - opening e-mail attachments

You should not:

- Send, access or display offensive 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 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.

All the information that you view over the Internet is monitored by the school and any inappropriate misuse will be reported to the E safety group any Illegal activity will be reported to the Police, if appropriate, further disciplinary action will be taken.