

BRANDCLIFF HOUSE PRIVATE SCHOOL
CODE OF CONDUCT FOR STUDENTS USING THE COMPUTER CENTRE
(Amended 2020)

This code of conduct applies to **all students at Brandcliff House** who use the computers, whether for Computer Applications Technology (CAT) or for research for other subjects.

Brandcliff House encourages students to benefit from the use of this technology and to use it in a responsible way. To this end, the following rules apply:

1. No student may enter or be in the computer centre without a teacher or without the permission of the computer teacher.
2. Students are to make use of computers for legitimate educational purposes only: CAT research for projects, research of any topic allied to a school subject.
3. Any faults are to be reported to the teacher immediately.
4. Flash memory devices may only be used with the express permission of the teacher in charge of the computer room. Such devices must be presented to the teacher before they may be used. This is to ensure that viruses are not introduced to the system.
5. During CAT lessons certain opportunities will be made available to the student to experiment with various options to change settings, defaults etc. as and when instructed by the teacher. Students may not change settings unless instructed to do so by the teacher.
6. Each student will be assigned a unique profile on the network, and will be held responsible for all activity using their login credentials.
7. Each student is responsible for ensuring the secrecy of their own password. A student will be held responsible for any activity on the computer as a result of their password being compromised.
8. Copying (or sharing) of learners' tasks is unethical and will result in all parties involved being awarded zero marks.
9. Unauthorised use of computers (doing anything without the teacher's permission) will be severely dealt with. Such use includes:
 - hacking
 - downloading unauthorised information
 - installing programs/games
 - installing viruses
 - changing settings/hardware
 - accessing/downloading torrents
 - playing games or music
 - visiting social networking sites
 - accessing the dark web
 - visiting inappropriate websites
10. The viewing or downloading of dangerous or offensive material will not be tolerated. Such material includes, but is not limited to, material of an explicitly sexual nature, anything relating to violence, aggression, intolerance, racism.

Any student who violates any of the above rules may be required to:

- pay a fine (to cover unauthorised internet use, repair to the computers, time spent by the technician)
- do detention and/or accept any other reasonable punishment at the discretion of the teacher
- be suspended from the computer room
- be banned from using the computers, for a limited time or permanently
- be asked to leave the school

Computers and the internet are an integral part of our lives. They are invaluable in learning and experiencing the modern world. They are also exceedingly dangerous in that they can expose people to information or graphic material, such as pornography, gambling, graphic violence, undesirable sects, that may affect them negatively. We aim to prevent such misuse of computers and will not allow students to abuse this powerful medium.

I acknowledge that I have read and accept the terms of the Code of Conduct for students using the computer centre.

STUDENT'S NAME: _____ **GRADE:** _____

STUDENT'S SIGNATURE: _____ **DATE:** _____

PARENT'S NAME: _____

PARENT'S SIGNATURE: _____ **DATE:** _____