**AAL Code of Conduct**

The ICT Code of Conduct for pupils is an extension of the expectations set out in the school’s Behaviour Policy and should be read by both students and parents. The school network and the internet provide valuable tools to support learning and the school recognises that social networks and digital communication are an integral part of how many of us socialise and interact. While recognising the benefits of online collaboration, the school is also mindful of the potential risks to young people’s wellbeing through the continual exposure to social media. At Kirkhill, we aim to encourage a sense of responsibility for ourselves and others and this includes not just how we behave in the real world but also how we communicate online and use technology responsibly. When using the school’s computers and wireless network, internet access is filtered and monitored to remove harmful or offensive websites. The rules and guidelines set out below should be followed when using school computers, when using your own device and when representing Kirkhill. Keep in mind that even when using social media and public blogs and forums you may still be representing the school.

**Responsible Behaviour**

The following should be followed at all times when using school computers or your own device:

* I will ensure that my online activity, both in school and outside school, is respectful and will not cause the school, the staff, pupils or others distress or bring the school into disrepute.
* I will not deliberately browse internet sites or view content that is illegal, violent or offensive (for example material that is racist, sexist or that promotes violence, religious extremism or discrimination). I will not download, upload or post such material to the internet at any time.
* I understand that these rules still apply when posting content anonymously, particularly when the content may cause offense or can be linked back to a member of the school community.
* I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent / guardian will be contacted.

**Using the School’s ICT Facilities**

The following should be followed when using school computers and the school’s wireless network:

* I will only log on to the school network with my own username and password.
* I will not share my school username and password with anyone else.
* I will not download or install software on school ICT equipment or make changes without permission.
* I will not attempt to bypass the school’s internet filtering system.
* I will not attempt to access or delete school data or damage school IT equipment or systems.
* I understand that my use of school systems may be monitored and logged and can be made available to my teachers.

**Using Your Own Devices in School**

The school allows children to use their own devices (tablets, mobile phones etc.) during school to enhance learning and teaching. They may only be used during lessons for educational purposes and subject to the teacher’s permission. The following should be followed at all times:

* I understand that use of my own device is a privilege and I must use my device safely and responsibly.
* I understand that the use of my device in school is entirely at my own risk and it is up to me to ensure that my device is not damaged, lost or stolen. I acknowledge that the school accepts no responsibility or liability for the safety of my device.
* I will only use my device in lessons for educational purposes as directed by my class teacher.
* I will not use my device to take photos, or make audio or video recordings of any other children or staff.
* I will only connect my device to the appropriate wireless network (called “AAL”) as directed by my teacher.
* I will only connect using my own school network username and password and I will not connect someone else’s device to the school’s wireless network using my username and password.
* I understand that staff will help me connect to the school’s wireless network but cannot provide support for my device.
* I will only use my device in accordance with the rules set out above and the school’s Behaviour Policy.
* I understand that if I fail to follow these rules that my device may be confiscated and I may no longer be able to use my device in school. Confiscated devices will be returned at an appropriate moment following a conversation with my teacher.

**Online Safety**

The school understands the value of social networks and digital communication and that they have become an integral part of how young people socialise and interact. The following guidelines have been drawn up for your own safety. You are encouraged to talk to a teacher if you are worried, uncomfortable or upset by something that may have happened to you online, or by something you yourself may have done.

* I will not give out personal information such as my home address, telephone number, password or any other personal information while online.
* I will not publish personal details or those of my fellow pupils or members of staff on the Internet without their permission.
* I will not retaliate or reply to offensive emails or messages but instead will block or report them.
* I will only add people I know and trust to friends/follower lists and be cautious when speaking to someone who I only know online.
* I will not arrange to meet someone who I only know online without a parent / guardian being present.
* I understand that online contacts may lie about their identity. I know that information on the internet can be unreliable and I will be very cautious about who and what I believe.
* I will ensure that when using any social network my privacy settings are set correctly.
* I understand that just as in the real world, things I do and say online have consequences.
* I understand that if anything makes me uncomfortable or worried, I can share this with a teacher or parent without being blamed.

**Information for Parents**

We realise that technology is constantly evolving and that social media has become an integral part of how young people socialise and interact. This can be a confusing and daunting area for parents to get to grips with and it can be difficult to understand how your child is using the internet. While we do cover Internet safety in school, we encourage you to discuss the guidance set out above with your child and to explore some of the online resources for parents given below:

• CEOP (Child Exploitation & Online Protection Centre) - <https://www.thinkuknow.co.uk/>

• NSPCC ChildLine - <http://www.childline.org.uk/explore/onlinesafety>

• BBC Webwise - <http://www.bbc.co.uk/webwise>

• Childnet - <http://www.childnet.com/parents-and-carers>

• UK Safer Internet Centre - http://www.saferinternet.org.uk