



SOMERSET CRESCENT SCHOOL INTERNET CODE OF CONDUCT

Guideline 1:

- The Internet is provided for the education of students and the improved delivery of curriculum materials. Students are encouraged to make use of its services

Guideline 2: E-Mail

- E-mail is provided for students and staff to make contact with others in the interest of education
- All attachments must be checked for viruses before opening
- All unsolicited emails must be deleted immediately
- Information sent shall be constructive, informative or inquiring in the interest of both the sender and receiver
- Students emails will be check for spelling and grammar and approved before any messages are sent

Guideline 3: Use of Service

- E-mail messages must not contain profanities, obscenities or other inappropriate language.
- The network is not to be used for personal gain, illegal activity or pornographic information.
- Deliberate efforts to gain access to WWW, FTP, Gopher or Telnet sites containing pornography, illegal, racial, religious or other offensive material with be dealt with as a serious breach of school rules
- Downloading of material must be scanned for viruses at all times. Any deliberate attempt to spread viruses through the network will be managed by the Principal
- Copyright, privacy and international laws are to be abided by at all times
- Access to the internet by students will only be permitted with a teacher present in the room.

Guideline 4: Accounts

- Only authorized staff members are permitted to place orders for goods over the internet.

Guideline 5: Liability

- Somerset Crescent School is not and cannot be held responsible for the loss of material, accidental corruption or any other action which might affect transmission or loss of data
- The school has taken all possible precautions to maintain the safety of all users. These Guidelines are written and enforced in the interest of effective use of the Internet

Students who abuse any of the guidelines:

- Students who make minor transgressions will be managed by their classroom teacher, and the matter will be recorded
- Serious offences will be managed by the Principal/Leadership Team according to the school's discipline policy

Revised July 2002 ICT Team & Principal, August 2009 Reviewed 2013, Reviewed 17th March 2018

NEXT REVIEW: FEB 2019