

CODE OF CONDUCT FOR USING COMPUTERS

As a student at Heston you have access to a great deal of computer equipment. You have a **right** to use the computers to learn new skills, to enhance your class work and course work and to research projects. You also have a **responsibility** to use the computers correctly and sensibly.

To be entitled to your right, you must agree to your responsibilities. **Anyone violating this Code of Conduct will not be allowed to use the computers.**

Computer Hardware

You must:

- treat all equipment with respect and keep it clean and tidy
- Immediately report anything wrong with the equipment

You must not:

- do, or attempt to do any physical damage to a computer or other equipment
- interfere with or disconnect any parts of a computer or other equipment
- adjust any settings including monitors – even if you think they are incorrect

Using the network

You must

- log in properly, save files in you own area and only use the programs you know you are allowed to (if in doubt – ask)
- report it immediately if you think someone has been tampering with your files

You must not:

- log in using someone else's user name or go into someone else's area or files
- use unsuitable filenames (e.g. containing bad language) or produce material with inappropriate content
- access, or attempt to access files or programs not connected to the task you are doing

Using the internet

You must

- always have permission from a member of staff to use the internet
- be aware of copyright issues when using information from the internet

You must not:

- access, or attempt to access inappropriate material of any sort
- download, or attempt to download games, programs, program add-ins etc
- access, or attempt to access chat rooms and similar forums
- fill in forms or request information unless authorised by a member of staff
- send email or use any other form of electronic messaging unless authorised by a member of staff
- never give out your personal details

You will also be provided with an email address. This is the only email address you are permitted to use at school, so please make use of it. Your email address is:

username@hestoncs.hounslow.sch.uk

You can access both the school network and school email from anywhere using the following links:

<https://folders.hestoncs.hounslow.sch.uk>

webmail.hestoncs.hounslow.sch.uk

I understand and agree to the conditions of use and the ICT Code of Conduct. I understand that my rights to access may be removed if I fail to keep to it.

Signed _____

Date _____