



Crispin School

Aspiration - Compassion - Excellence

Computer Code of Conduct

Crispin wishes to ensure that the computing environment meets the following standards;

- Safe
- Secure
- Operating within the Data Protection Act
- Operating within Copyright Laws
- Operating within the Computer Misuse Regulations
- Operating within Health and Safety Regulations

If you wish to use the ICT facilities of Crispin you must agree to the following;

- To handle all computer equipment carefully and not damage, move or unplug anything
- Not to access other people's files unless permission has been given
- Only to use the school's computers for work unless permission has been granted otherwise
- To report any misuse of computers to the ICT Department
- Not to carry out any action on school ICT facilities that infringes copyright law
- You are the sole user of your network account, and your login details are kept confidential
- To follow the school's Code of Conduct for using the Internet (see below)

Crispin maintains ownership of all files on the network and reserves the right to monitor, audit, and delete (where appropriate) all files on the network. **Any user abusing the computer systems will be removed from the network**, either temporarily or permanently.

Unacceptable use of the computer system may result in disciplinary action, which may include summary dismissal for gross misconduct.

Although this Code of Conduct focuses primarily on the use of computers it also applies to other digital devices such as mobile phones, tablets, cameras and the like.

Code of Conduct for Using the Internet

At Crispin, we expect all users to be responsible for their own behavior while using the Internet. This includes the materials they choose to access and the language they use.

- People using the internet should not deliberately seek out offensive materials. If any user encounters any such material accidentally, they should report it immediately to the ICT Department
- Users are expected not to use any inappropriate language in their email communications
- No program files may be downloaded to the computer from the Internet
- People using the school network should not send offensive emails to anyone
- Users consistently choosing not to comply will be warned and may be denied access to Internet resources

I agree to the Crispin Computer Code of Conduct:

Name

Signature



Part of the
Wessex Learning Trust

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