



E-Learning Code of Conduct

This code of conduct applies at all times, in and out of school hours, whilst using school equipment.

Internet, e-mail and access to a Learning Platform will be provided for you to conduct research, communicate with others and access your personal on-line storage space as well as learning resources but only on the understanding that you agree to follow this code. This code of conduct is not intended to be exhaustive. At **ALL** times you should use e-Learning resources in an appropriate and responsible manner.

You should:-

- ✓ Only access sites which are appropriate for use in school. *This also applies outside lesson time*
- ✓ Be aware that your actions on the internet when using e-mail and in the Learning Platform can be seen and may be monitored
- ✓ Be aware that information on an Internet web site may be inaccurate or biased. Try to vary the information using other sources, if possible, before using it
- ✓ Be careful of what you say to others and how you say it. **NEVER** give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or communicate with on the Internet
- ✓ Treat others as they would expect to be treated *e.g. show respect and be polite*
- ✓ Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the internet, e-mail or Learning Platform
- ✓ Respect copyright and trademarks

You should not:-

- ✗ Send, access, store or display offensive or upsetting or indecent messages or pictures
- ✗ Use or send bad, threatening or annoying language nor any language which might incite hatred against ethnic, religious or other minority groups
- ✗ Intentionally waste or destroy resources

Be sensible and be safe on the Internet

PLEASE RETAIN WHITE PAGE, ONLY RETURN YELLOW PAGES