

## Code of practice for use of the school network by pupils

### **School Network**

Keep your password private, do not share this with others

Always log off when you have finished using the PC.

### **Email**

You can send and receive personal e-mails. However, because we are a school emails will be monitored to see if they follow school rules.

1. Emails should not contain rude or inappropriate language.
2. When sending an email, you must be with a member of staff at all times.
3. You must only email addresses that staff say it is ok to use.

### **The internet**

When you use the internet, staff will check to see if the website is ok for school use. This must be legal and not show aggression, use bad language or contain anything inappropriate.

None of the above material may be stored in your account.

Do not download anything without checking with staff first.

Your school account may be checked by the administrator at any time. Any areas of concern will be discussed with your Teacher and the Designated Safeguarding Lead.

You must not use any social networking site, e.g., Facebook, X, Instagram or TikTok while at Robert Ogden School

You are not allowed to use chat to speak to friends over the Internet not even while playing a game. This includes any game on ROBLOX.

Be careful what you share online, do not share personal information unless you check with your staff first.

### **Electronic devices**

We do not permit pupils to bring in laptops, tablets, gaming devices, MP3 players or storage devices in school.

**Mobile phones** brought into school must be stored in reception or an agreement with your teacher to store away in an alternative place.

**You must be supervised at all times.**

If there is a problem, we will need to let other people who can help you know about this. Parents, Teachers will be told about the problem and decide what to do. This may mean you cannot use the computers, email or the internet.

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