ICT Code of Conduct

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Head of Primary / Secondary	
Date of review	August 2023
Date of next review	August 2024

Student Policy: Secondary School

The use of the ICT equipment at Dubai British Schools is a privilege, not a right. Our ICT and Internet services will be made available for all students to use solely for educational purposes. Training will be provided for their appropriate use.

All students may have access to the Information Technology equipment and the Internet for the purpose of:
- Support for learning
- Email contact with other students, staff, members of administration, and students worldwide

Responsible Information Technology and Internet Use

The computer system is owned by the school. This Responsible Information Technology and Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of Computer/Internet access.

- School computer and Internet use must be appropriate to the student's education.

- Network access must be made via the user's authorised account and password, which must not be
  given to any other person.

- Copyright, intellectual property rights and UAE laws must be respected.

- E-mail should be written carefully and politely, particularly as messages may be
  forwarded or printed and be seen by unexpected readers.

- Users are responsible for e-mail they send and for contacts made.

- Anonymous messages, chain letters, are not permitted.

- "Spamming", cyber bullying and the use of chat rooms is not permitted.

- Access to sites containing illegal, offensive, pornographic, racially or religiously offensive
  material is not allowed
- Compromising or damaging the security or stability of the network is not allowed

- The school ICT systems may not be used for private purposes, unless the Principal or Head of
  Information Communication Technology has given permission for that use.

- Use for personal financial gain, gambling, political purposes or advertising is not permitted.

Liability

The school will not be liable for the loss of data or materials due to accidents, corruption or any other cause. All students are strongly urged to back up data in case of failure of equipment for whatever reason.

> **The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.**

Student Policy: Primary School

The use of the ICT equipment at Dubai British Schools is a privilege, not a right. Our ICT and Internet services will be made available for all students to use solely for educational purposes. Training will be provided for their appropriate use.

All students may have access to the Information Technology equipment and the Internet for the purpose of:

- Support for learning
- Email contact with other students, staff, members of administration, and students worldwide

Responsible Information Technology and Internet Use

These rules help us to be fair to others and keep everyone safe.

I will ask permission before using the Internet.

I will use only my own network login and password.

I will only look at or delete my own files.

I understand that I must not bring software or disks into school without permission.

I will only e-mail people I know, or my teacher has approved.

The messages I send will be polite and sensible.

I understand that I must never give my home address or phone number or arrange to meet someone.

I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

I will not use Internet chat.

If I see anything, I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

I understand that the school may check my computer files and the Internet sites I visit.

I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers

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