



St. Anne's Primary School Code of Conduct for Visitors

You must read, understand and sign this form if you use our computing facilities and services. The completed form will be retained by the school.

The following are **not** permitted:

- Sending, displaying, sharing or downloading offensive messages or pictures;
- Using obscene language;
- Posting malicious or false information about others; Harassing, insulting or attacking others;
- Damaging or attempting to damage computers, computer systems or computer networks;
- Violating copyright laws (e.g. downloading copyright protected music, videos or images etc.) without the express permission of the copyright holder;
- Using others' passwords to gain access;
- Sharing of passwords to circumvent restrictions placed on other users;
- Intentionally wasting resources;
- Intentionally denying access to resources by others;
- Sending personally identifiable information to other online users without explicit permission;
- Accessing websites with the intent to access "chat-rooms" or unsupervised e-mail facilities.

Use of the school's computing facilities and Internet is closely monitored. Should anyone be found to have breached any of the rules then an appropriate sanction will be applied. Sanctions include:

- A temporary or permanent ban on using computing equipment , internet and or e-mail use;
- Where the 'offence' originated outside the school premises, then a formal request to the Internet Service Provider (ISP) requesting the termination of the service and account(s) of the publisher and/or author will be issued;
- Where applicable, the matter may be referred to the Police or other local authorities.

Visitors are required to be especially careful with their use of mobile phones whilst on the school premises.

- Visitors should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use work-provided equipment for this purpose.
- Visitors' phones should not be openly visible to students, but should be stored safely in in the lockers in the staff room.
- Mobile phones should only be used when pupils are not present.
- Mobile phones and devices will be switched off or switched to 'silent' mode.

Declaration

I confirm that, as an authorised user of the School's computing facilities, e-mail and internet services, I have read, understood and accepted all of the Rules for Visitors.

Name:

Signature:

Date: