

Code of practice for use of the school network / residential facilities, by pupils

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 an adult 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 the site you are using is ok for school use. This must be legal and not show aggression or use bad language for example, do not download music from illegal sites.

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

Do not download anything without checking with staff first.

Personal accounts may be checked by the administrator at any time. Any areas of concern will be discussed with the Head of your Department, Deputy Head or Principal of the school.

You must not use any social networking site, e.g. Facebook or Twitter, while at Robert Ogden School, Thurnscoe House & Studios or Clayton Croft.

You must not use a proxy server to access anything on the Internet.

Electronic devices

Any electronic device and data storage devices brought into school **MUST** have an individual pupil agreement, written and signed before it can be used in school, these also include devices for communication.

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 and Residential Managers will be told about the problem and decide what to do. This may mean you cannot use the computers, email or the internet.

Health and Safety

Maximum length of time, you can be logged on to the school network in one day is two hours, unless you have an agreement with a senior member of staff. No pupil at Robert Ogden School can work on a PC for longer than one hour without a break.