CODE OF CONDUCT FOR USE OF CANBERRA GIRLS’ GRAMMAR SCHOOL, JUNIOR SCHOOL E-LEARNING FACILITIES

This code of conduct applies at all times, in and out of school hours, whilst using school equipment. Internet, e-mail and access to programs will be provided for you to conduct research, communicate with others and access your own files. This is on the understanding that you agree to follow this code. At all times you should use e-Learning resources in an appropriate and responsible manner.

THE CODE
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 and when using e-mail can be seen and checked.
• 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. Never arrange to meet strangers who approach you whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not have your best interests at heart.
• 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 or e-mail.
• Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the person that produced the information originally. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.
• Check with a teacher before:
  o sending e-mail
  o downloading files
  o completing questionnaires or subscription forms
  o opening e-mail attachments
  o printing
• You should not:
  o Send, access, store or display offensive messages or pictures
- Use or send bad, threatening or annoying language
- Intentionally waste paper and printing ink

**PLEASE NOTE**
You should always log out and close your browser when your session has finished. User areas on the school network are closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved: certain activities may constitute a criminal offence. *(Adapted from Oxfordshire County Council www.oxfordshire.gov.au 2007)*

Parents are reminded that social media such as Facebook is restricted to over 13 year olds. Other social media networks also have age restrictions and parents are encouraged to be aware of these limitations.