

IT Code of Conduct - Students	32f
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Responsible for Initiating Review of Policy	SLT
Committee to Review	Boarding and Welfare
Last Review Date	June 2025
Review Period	Annual
Approved by (Committee and Date)	Joint Education Committee
Approved by Board of Governors	Governing Board
Effective Date of Policy	June 2025
Next Review Date	June 2026
Related Policies	Online Safety Policy Behaviour Policy Acceptable Use Policy

Please ensure that you read Burgess Hill Girls' ICT Acceptable Use Policy and abide by its terms.

COMMUNITY and CONTACT

- In line with the school's policy 'Away for the day. Never seen. Never heard' mobile phones must not be used in school unless permission has been given by a member of staff
- Email and 'social networking' within Burgess Hill Girls (i.e. contacting other members of the BHG community and exchanging messages with them) is acceptable only through Burgess Hill Girls Office 365 email and Microsoft Teams.
- Normal electronic communication between staff and students should remain within the hours 8am to 6pm during working days.

BE AWARE and ACT RESPONSIBLY

- Files stored in your user-space are the possession of the school and may be viewed by staff.
- When using the Internet, you should not give information that would identify you, your home, your parents or the fact that you are a pupil at Burgess Hill Girls.
- During teacher-led activities, which require student logins, pupils must use their school email accounts.
- If given permission to use your own mobile device to connect to the Internet, always log in onto the Burgess Hill Girls Wi-Fi network using your normal login credentials.
- Always use the equipment carefully and responsibly and report any missing equipment.
- Avoid offensive material but report if seen to a member of staff.
- Ensure that you use technology and websites responsibly, remember to 'Be kind and responsible'.

OUR RULES and THE LAW

- Pupils should not use a computer logged on as a different user or use another pupil's password to log onto their user-space and do not share your password with others.
- Settings on school computers must not be altered, and you should not attempt to bypass the school web filtering, cause damage or break any of these rules. The school monitors all computer activity.
- With the exception of Year 11 and Upper Sixth in 2025-26, personal devices (those not managed by school) may be used only with a teacher's express permission and supervision.
- The use of social networking sites, chat rooms, game sites and newsgroups is not allowed unless supervised by a member of staff, and within defined legal age-limits.
- School equipment may be borrowed only if the appropriate permission has been given by a member of staff.
- 'Hacking' is a criminal offence and is forbidden at Burgess Hill Girls.

INTEGRITY (doing what's right even when no one is looking)

- Pupils must not reproduce material that might be covered by copyright. Always document sources of material and acknowledge any work assisted by AI.
- Uploading any material that may bring the school into disrepute or is intended to cause distress to a fellow pupil or any member of the school community is forbidden and will have serious disciplinary consequences.
- People who know that others are abusing the system should report this to a member of staff, in confidence if necessary.