

Internet and Social Media Code of Conduct

1. Internet Code of Conduct

I, as a trainee, understand that the Internet is to be used in order to support the operations of BEC Teacher Training (BECTT). I will ensure that I do not infringe any copyright restrictions on materials accessed or transmitted via the Internet.

I understand that I must:

- Abide by the regulations of use as described fully in the Internet Code of Conduct
- Use BECTT, the University of Suffolk and schools' computing facilities and information resources including hardware, software, networks and computer accounts, responsibly and appropriately;
- Respect the rights of others and conduct myself in a manner that does not interfere with or cause offence to others and not engage in any activity which denies reasonable services others or wastes staff effort in dealing with the consequences;
- Adhere to the terms and conditions of all licence agreements relating to computing facilities which you use or have access to, including software, equipment, services, documentation and other goods;
- Abide by the terms and conditions of the various operating policies issued and approved by the Executive Director;
- When using networks and remote computing facilities comply with any published rules for their use;
- Take every precaution to avoid damage to equipment;
- Take all reasonable precautions to prevent the introduction of any virus, worm, Trojan horse or other harmful or nuisance program or file into any computing facility;
- Be mindful of the risks of crime and report suspicious activities to the Executive Director;
- Use all consumables, including stationery, for the purpose for which they were supplied and as far as is reasonable possible minimise consumption;
- Dispose of unwanted paper output to minimise fire risk;
- Arrange back-up copies of your own work if required;
- Ensure you start and terminate each session of use of computing facilities in accordance with published instructions;
- Ensure that any material which relates to security, intelligence, defence or international relations is securely stored and is not displayed on BECTT's computing facilities; **(Official Secrets Acts 1911-1989)**
- Ensure that all published facts are accurate;
- Ensure that opinions and views expressed electronically do not discredit their subjects in any way which could damage their reputation;
- Obtain written approval from Executive Director if it is felt that material might be potentially defamatory before publishing or transmitting such material; **(Defamation Act)**
- Only use personal data for a BECTT-related purpose;
- Ensure that the use of BECTT-related personal data is restricted to the minimum and is consistent with the achievement of legitimate purposes; **(Data Protection Act)**

I, as a trainee, understand I must not:

- Cause any form of damage to BECTT's or any school's computing facilities, nor to any of the accommodation or services associated with them. Smoking, eating or drinking in any trainee computing facility room is strictly forbidden;
- Deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any computing facility, nor take deliberate action to circumvent any precautions taken or prescribed by the Consortium to prevent this;
- Delete or amend the programmes, data or data structures of other users without their permission;
- In their use of computing facilities exceed the terms of the Code or breach in any way the BECTT's academic or general regulations;
- Download, store, create, display, print, produce, circulate or transmit (other than for properly supervised and lawful research purposes) offensive and/or harassing material in any form or medium, or material which is designed or likely to cause annoyance, inconvenient or needless anxiety (such as chain emails);
- Make any material available externally, whether by transmission or by loading on externally accessible systems, that is liable to damage the reputation of BECTT;
- Post damaging or offensive messages attacking pupils, school staff or BECTT staff, tutors or other trainees on social networking sites such as RateMyProfessors, MySpace, Facebook, YouTube, Twitter or any other site;
- Alter access rights to filestore directories or within Outlook/Exchange in such a way as to allow others to breach the code of Conduct, or to circumvent access restrictions;
- Interfere with the use by others of computing facilities nor remove nor interfere with output belonging to another user;
- Create or transmit, or cause the transmission of, any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
 - Create or transmit material with the intent to cause annoyance, inconvenience or needless anxiety;
 - Create or transmit material with the intent to defraud;
 - Create or transmit defamatory material;
 - Create or transmit material such that this infringes the copyright of another person;
 - Create or transmit unsolicited bulk or marketing material to users of networked facilities or services, save where that material is embedded within, or is otherwise part of, a service to which the user or the Consortium has chosen to subscribe.

2. The Social Media Code of Conduct

Social networking websites provide an opportunity for people to communicate en masse and share ideas regardless of geographic distance. Sites such as Facebook, Twitter and other sites can serve as a learning tool where training materials, useful links and other advice are made easily accessible to trainees in a user-friendly and engaging way.

To ensure that your Facebook account does not compromise your professional position, please ensure that your privacy settings are set correctly (Friends only).

I understand I must not:

- Accept friend requests from a person you believe to be either a parent or a pupil at your placement school.
- Make disparaging remarks about your school, colleagues, pupils or support staff both in schools or from the University of Suffolk or from the BECTT in public updates and within private group areas of Facebook.
- Discuss personal information about pupils or your placement school staff on social media.
- Engage in behaviour that could be classed as bullying.
- Share images or video of pupils on social media.

I understand I must:

- Act in accordance with your placement school's information technology (IT) policy and any specific guidance on the use of social networking sites.
- Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation.
- Be careful not to share images or video content on social media that could be classed as inappropriate or unprofessional.

Any breach of this agreement will constitute a serious misconduct and will result in disciplinary action being taken.

I understand that abuse of the Internet facilities available to trainee teachers will be managed under the provisions of the BECTT's Discipline Policy and the circumstances encountered will be fully investigated by senior staff. Such abuse is viewed as a very serious violation of the Consortium's Disciplinary Code, i.e. the misconduct is deemed to be of such a nature that it fundamentally breaches the contractual relationship between you and the Consortium and in such situations, you will be dismissed without notice. Some circumstances could further lead to criminal proceedings being taken against you.