



Hills Road
Sixth Form
College



Hills
Education
Trust

Digital Code of Conduct

Approved by the Principal:	January 2026
Post of member of staff responsible:	Director of Digital Strategy
Date of Equality Impact Assessment:	N/A
Date of next review:	January 2027

College Purpose & Mission

Hills Road provides an enriching academic pathway for the young people of Cambridgeshire, offering a nurturing and innovative community which develops creative and confident learners, resourceful and resilient individuals, and responsible and active citizens of the world.

College Values

Diversity, Excellence, Respect, Integrity, Community and Kindness.

The College is a caring learning community that respects the right of each individual student to have a safe, enjoyable, and successful learning experience. All students are required to abide by the Digital Code of Conduct as part of their acceptance of a place at the College.

Failure to meet the expectations outlined may result in disciplinary action in accordance with the following college policies:

- Disciplinary Policy and Procedures for 16-19 Students including Right of Search
- Progress Monitoring & Support

General expectations

We expect you to:

- respect College digital resources and use Hills Road Sixth Form College's digital resources responsibly, fostering a secure and productive learning environment for everyone.
- use College IT equipment for educational purposes only (except for 16-19 students using a loan laptop device, where reasonable recreational and personal use is acceptable)
- follow the law, by adhering to copyright laws, data protection laws and other legal requirements when using digital resources.

Promote Good Communications

We expect you to:

- log on to your College IT account every College day to check and respond to emails or Teams messages from staff and account for any absences.
- check the cohort Teams page every day for updates on events at the College and updates from teachers.
- send e-mails to a large number of recipients only if you have permission from a member of staff, whose name should appear on the email.
- use language in written and verbal communications that is professional, polite, and respectful.
- respect the right to a work-life balance of staff by recognising that whilst you may send emails or Teams messages outside of College hours, you should not expect a response outside of those hours.

Bring Your Own Device (BYOD)

We expect you to:

- Maintain a suitable balance between educational and recreational use of your personal device on College Wi-Fi
- Apply the same behavioural expectations to the use of personal devices as College devices.
- Ensure personal devices are charged and ready for use in lessons.

Use of AI

We expect you to:

- Use AI critically, and question outputs as it can make mistakes with facts and references.
- Avoid over reliance on AI and 'shortcuts' to thinking, as this can damage learning and progress.
- Do not plagiarise by presenting AI work as your own (see our Non Examined Assessment Policy).
- Follow the expectations of AI use laid out in the AI policy

Forbidden Activities

You must not use the College network and Wi-Fi service for:

- Any action that may compromise the integrity of College IT facilities.
- Actions that disrupt other users' legitimate activities.
- Any illegal activities or those likely to damage or compromise the standing of the College community.

The following activities are strictly prohibited:

- Cyber-bullying.
- Accessing inappropriate materials (e.g., pornographic, racist, or offensive content).
- Accessing extremist materials
- Installing unauthorised software on College IT equipment.
- Tampering with College IT computer equipment.
- Eating or drinking near College IT equipment.
- Using someone else's account or sharing your account.
- Advertising non-College events or items without permission.
- Playing or distributing games on College IT equipment.
- Generating heavy network traffic for non-academic activities, especially those that interfere with others' legitimate use or incur costs.

Contractual and Legal Responsibilities

- You must not attempt mass emailing that could be viewed as Spam. This includes using personal email accounts if connected to the College Wi-Fi.

Monitoring and Content Filtering

You should be aware that:

- The College uses age-appropriate internet filtering to block inappropriate content.
- The College reserves the right to examine and delete any files on its systems, including within your College One Drive and local network storage areas.
- Routine monitoring of College IT equipment (PCs, Macs and loan laptop devices) is conducted to ensure compliance and detect misuse. This includes monitoring keystrokes and screen activity.
- Personal devices connected to the College Wi-Fi are subject to internet filtering but are not monitored in the same way as College devices.