

## INFORMATION BOOKLET: To be read in conjunction with the Admission Form.

### General Principles for Schools:

Everyone who is a parent, whether they are resident or non-resident parent, has the same right to participate in decisions about a child's education and receive information about the child.

School staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility. Individuals who have parental responsibility for, or care of, a child has the same rights as natural parents, e.g.

- To receive information e.g. student reports;
- To participate in activities e.g. vote in elections for Parent Governors
- To be asked to give consent e.g. to the child taking part in school trips;
- To be informed about meetings involving the child e.g. a governors' meeting or the child's exclusion

We have received the following advice from the County Solicitor's office concerning students' surnames:

- Where only one person holds parental responsibility for a child, he or she has the legal right to effect a change of the child's surname without any permission or consent.
- Where more than one person holds parental responsibility for a child, the surname of the child can only be changed with the consent or agreement of all those having parental responsibility for a child.
- Where two or more people have parental responsibility for a child and there is in force either a residence or care order, then one of those people can only lawfully cause a change of the child's surname if all other people with parental responsibility consent in writing.
- In any other situation, it is necessary for the person seeking to change a child's surname to obtain an appropriate order from a court.

**By ticking the boxes on the Admission Form, you and your child agree to the following:**

## **Braunton Academy Home-School Agreement**

### **Braunton Academy will:**

- Care for your child's safety, well-being and happiness.
- Encourage your child to 'Aspire & Achieve' both academically and socially.
- Provide an appropriate range of educational experiences and high-quality teaching to meet the individual needs of your child.
- Achieve high standards of study and behaviour through building good relationships and developing a sense of responsibility.
- Keep you informed about academy life, in general, and the progress of your child, in particular.
- Welcome parents/carers and seek ways in which you can become involved in the education of your child.

### **As a parent/carers, I shall:**

- Ensure I am fully informed about my child's life and progress at Braunton Academy.
- Ensure my child attends school regularly, on time, and with the right equipment.
- Inform the Academy of any issues which may affect my child's work or behaviour.
- Require that my child follows the 'Code of Conduct' and supports the Academy's policies on behaviour and relationships.
- Provide somewhere quiet for my child to do home study and check it is done.
- Return reply slips to confirm I have received correspondence from the Academy and meet all expected 'deadlines'.
- Attend Parents' Evenings to discuss my child's progress and 'next steps'..
- Support the Academy uniform policy.

### **As a student, I shall:**

- Follow the Braunton Academy Code of Conduct.
- Attend school regularly and on time.
- Bring all the equipment I need every day.
- Wear the full Academy uniform and look smart every day.
- Complete all my class studies and home studies to the very best of my ability.
- Deliver all correspondence from the Academy to my parent/carers.
- Take part in Academy activities and contribute as fully as possible to the life of the Academy.

# Braunton Academy Student Acceptable Use of ICT Agreement

I understand that I must use the Academy's ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

## **For my own personal safety:**

- I understand that the Academy will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc )
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

## **I understand that everyone has equal rights to use technology as a resource, and:**

- I understand that the Academy systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use, unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the Academy's systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission from a member of staff to do so.

## **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

## **I recognise that the Academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the Academy:**

- I will only use my own personal devices (mobile phones / USB devices, etc) in school if I have permission. I understand that, if I do use my own devices in the Academy, I must follow the rules set out in this agreement, in the same way as if I was using Academy equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/ security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/ organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs)
- I will not install, attempt to install or store programs of any type on any Academy device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of the Academy:**

- I understand that the Academy also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the Academy community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use of ICT Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the Academy network / internet, detentions, suspensions, contact with parents/carers and, in the event of illegal activities, involvement of the police.

**Parent/carer permission**

*Parent/ carers are requested to show their support of the Academy in this important aspect of its work.*

- As the parent/carer of the above student, I give permission for my child to have access to the Internet and to the ICT systems at Braunton Academy.
- I know that my child has signed the 'Student Acceptable Use of ICT agreement', above, and has received, or will receive, e-safety education to help him/ her understand the importance of the safe use of ICT, both in and outside of the Academy.
- I understand that my child's activity on the ICT systems will be monitored and that the Academy will contact me if they have any concerns about any possible breaches of the acceptable ICT user policy.
- I understand that any damage caused, malicious or otherwise, as a result of my child's failure to comply with the ICT policy, above, may result in the Academy requesting reimbursement of the costs associated with that damage.
- I understand the Academy will take every reasonable precaution, including monitoring and filtering systems, to ensure that my child will be safe when he/she uses the Internet and ICT systems. I also understand that the Academy cannot ultimately be held responsible for the nature and content of materials accessed on the Internet and other mobile technologies.