

A Community Seeking Excellence for All

Excellence: every person, every day



Robert
May's
School

Robert May's School: ICT Agreement

Please read this agreement carefully, sign both sides and return the form to the Admissions Officer.

Student use of the school's digital technology resources (computers, laptops, netbooks, cameras etc)

Individual users of the school ICT equipment are responsible for ensuring they treat the resource with respect and do not try to load or change any of the programmes or settings on a particular machine. It is presumed that students will comply with school standards and honour the agreements they have signed. Network user areas and pen drives will be open for access by the students. Staff may review files and communications to ensure students are using the system responsibly. Users should not expect that files stored on servers or disks will always be private.

Use of the school network and the internet

Each student will be given their own logon name and will have to select their own password to access the network. It is the student's responsibility to remember their logon name and password and these must not be communicated to other students. Passwords to the school network should be changed each term.

The Internet is only to be used for educational and related purposes. Use of "Chat" lines and other "forum" type sites is not allowed nor is it permissible to access obscene or other unsuitable sites.

Each student will have their own account to access the VLE which is integrated with Google Mail and Docs. Therefore, each student will have a school email address. It is the responsibility of the student to utilise this resource in the correct manner.

The following are not permitted:

- Sending, displaying or receiving offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking other users
- Damaging computers, computer systems or networks (physically or electronically)
- Violating copyright or Data Protection Laws
- Using or seeking other users' passwords
- Trespassing in other users' folders, work or files
- Intentionally wasting resources
- Employing the network for commercial purposes

You must check with your teacher before carrying out any of the following:

- Downloading files, other than pictures
- Completing questionnaires or subscription forms

You must immediately inform a member of staff if you inadvertently access an obscene or unsuitable site and record the URL so that site can be blocked for the future. Any misuse of IT equipment or Internet access will be dealt with appropriately.

I have read and discussed the above with my parent(s) / carer(s) and agree to comply with the school's conditions of use. I understand that should I break any of the conditions my access to the school network and the Internet may be withdrawn temporarily or permanently and that this may be in addition to any other punishment the school may deem appropriate.

Student Name: _____

Signature: _____

Date: _____

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Robert May's School: Home & School Agreement

Please read this agreement carefully, sign both sides and return the form to the Admissions Officer.

The Student: Name _____

I will:

- *respect all students and adults in the school*
- *learn to help myself; learn to help others*
- *attend school regularly and on time*
- *bring equipment I need every day*
- *wear the correct school uniform and be tidy in appearance (see uniform list)*
- *complete all classwork, coursework/controlled assessments and homework to the best of my ability*
- *be polite, courteous and helpful to others*
- *know and keep the school's Behaviour Code*
- *participate in as many learning opportunities as I can*
- *respect the school environment and keep the school free of litter*

Signature: _____ Date: _____

The Parent/Carer:

I / We will:

- *ensure that my/our child attends school regularly, in the correct school uniform and is properly equipped*
- *contact the school on the first day of absence and send in an absence note on the day my/our child returns to school*
- *not take holidays during term time*
- *inform the school of any concerns or problems that might affect my/our child's work or behaviour*
- *support the school's policies and guidelines for behaviour*
- *ensure that my child attends detentions when required*
- *provide a peaceful, suitable place where my child can complete homework*
- *take an active interest in my child's life at school*
- *encourage my/our child and praise them when they have completed homework and ensure that deadlines are kept*
- *sign my/our child's homework diary regularly*
- *attend Parents' Evenings and any meetings about my/our child's progress*

Signature: _____ Date: _____

The School will:

- *deliver the highest quality educational experience it can by following the stated aims in its Articles of Association and Funding Agreement*
- *contact parents if there is a problem with attendance, punctuality, uniform or equipment*
- *let parents know about any concerns or problems that affect their child's work or behaviour; the school will use parenting contracts and parenting orders when appropriate*
- *send home interim progress letters and reports*
- *make available assessment data through the parent portal*
- *set, mark and monitor homework and provide facilities for homework to be done in school*
- *arrange Parents' Evenings during which progress will be discussed*
- *keep parents informed about school activities through the weekly Parents' Bulletin, termly Parents' Newsletter and the website*
- *aim to ensure that all personal data collected about pupils and parents is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#)*