



**GEORGE  
SALTER  
ACADEMY**

## **Home Academy Agreement**

**Policy Prepared by:** Mr R Reeve (Vice Principal)

**Responsible for Policy:** Mr R Reeve (Vice Principal)

**Date reviewed:** 29<sup>th</sup> April 2016

**Date of next review:** April 2018

## **The Academy Home-Academy Agreement**

*The Academy offers its students a caring and supportive environment in which to learn. The ethos of the Academy is underpinned by a commitment to providing equal opportunities for all and a resolve to foster an atmosphere in which each student, as an individual, is respected and encouraged.*

*It is our aim to enable students to develop self-confidence and an awareness of their personal strengths whilst promoting a firm grasp of their personal responsibilities.*

*The staff strive to work hand in hand with parents to help all students reach their potential both academically and, importantly, in terms of personal growth.*

## **The Academy Home-Academy Agreement**

Parents and Guardians

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### **Agree to...**

- Ensure that my/our child attends the Academy regularly, on time and dressed and equipped properly
- Inform the Academy promptly of the reasons for any absence
- Encourage my/our child to make the most of the educational opportunities offered by the Academy and to give support and encouragement in Academy work and homework
- Attend parents' evenings and work with the Academy to help my/our child progress
- Support the Academy's efforts to maintain proper order and discipline so that the Academy will be a safe and secure place for students and staff.

## **The Academy Home-Academy Agreement**

The Academy

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### **Agrees to...**

- Provide a broad and balanced curriculum which seeks to meet the needs of all its students
- Ensure that children are taught well, cared for and treated fairly
- Identify and help and encourage children to make constructive use of their talents
- Provide an orderly, secure and happy environment in which children can learn and grow up
- Keep parents informed of childrens' progress and offer advice on how parents can help
- Listen and have due regard for parents' concerns and anxieties and provide opportunities for parents to discuss these
- Keep parents informed about Academy activities and the opportunities to participate in them.

## **The Academy Home-Academy Agreement**

Students

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### **Agree to...**

- Treat other with courtesy, consideration and respect
- Attend regularly, on time, dressed and equipped appropriately
- Tackle all work set and as well as they can
- Treat the Academy and its grounds with respect
- Observe the Academy's rules/code of conduct

## Appendix 1

### George Salter Academy - ICT Acceptable Use Policy

All users who use academy ICT facilities, equipment, or connect to the academy network are required to accept the following ICT Acceptable Use Policy.

The academy actively monitors all ICT use including websites visited, internet searches, messages sent/received, emails sent/received, files created and downloads of all users. This includes any personal devices, which have been connected to the academy's WiFi network.

In accepting this policy, **all users** agree to the following:

1. I will not bring inappropriate material into the academy via external media or downloaded from the internet, neither will I store such material on academy devices nor network shared drives. This includes (but is not exhaustive to):
  - 1.1. Any files or folders containing unsuitable content or offensive language.
  - 1.2. Any files which violate copyright law. Downloaded/ripped content such as videos, music or software.
  - 1.3. Any files or folders that promote any activity contrary to the ethos of George Salter Academy (E.g. bullying, racism, terrorism etc.)
  - 1.4. Any games with the exception of those I have created myself or are related to teaching and learning.
2. I will not change other user's passwords and will only edit or delete my own files and not view, or change other user's files without their permission.
3. I will not allow other users to use my login details and will keep my logins, IDs and passwords secret.
4. I will use the Internet responsibly and will not visit websites which may contain materials considered inappropriate.
5. I will not tamper with computer settings or attempt to bypass restrictions put in place for my safety, including the use of proxy's or VPN's to access sites, which have been blocked by the academy.
6. I will not send, display or print offensive or inappropriate messages, images, sounds or videos.
7. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
8. I will not use obscene language in any form of communication.
9. I will not use harassing or threatening language in any form of communication (e.g. the sending of emails).
10. I will not damage the ICT facilities or take ICT equipment from rooms without prior permission.
11. I will only install software and apps on academy devices for which I have permission to do so and the appropriate license is in place.
12. I will not intentionally damage computer software (e.g. by knowingly bringing in a virus on a device and introducing it onto the academy system) and will take preventative measures (e.g. do not open or download any email attachments from email addresses, and more importantly, people you do not recognise).
13. I will not intentionally waste resources (e.g. printing multiple copies of the same document).

In addition **students** also agree to the following:

14. If I see something that makes me feel uncomfortable or worried, I will report it to a Pastoral Manager immediately and state the name of the website concerned.
15. If I receive a message, image or video I consider inappropriate or that makes me feel uncomfortable, I will not respond to it, but I will save it and report it to a Pastoral Manager immediately.
16. I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, without academy or parental permission.
17. I will never arrange to meet someone I have only ever previously met on the Internet or by email or on social media, unless I take a trusted adult with me.
18. I am aware that some websites and social networks have age restrictions and I should respect this.

In addition **staff, governors and visitors** also agree to the following:

19. If I see something that makes me feel uncomfortable or worried, I will report it to the Designated Safeguarding Lead immediately, including the name of the website concerned.
20. If I receive a message, image or video I consider inappropriate or that makes me feel uncomfortable, I will not respond to it, but I will save it and report it to the Designated Safeguarding Lead immediately.
21. I will not send confidential or sensitive information to those who are not authorised to receive it.
22. I will not publish images of students from the academy without the permission of a parent/carer first.
23. I will not use personal equipment such as cameras, phones etc. to take images/video of students.
24. I will not communicate with students through means outside of the academy facilities such as personal email accounts, social networking sites, personal mobile phones etc.
25. I will ensure that my personal social network pages are sufficiently protected so as not to allow any parents or students to access personal information, comments or photographs. It is recommended that Facebook pages are set to 'Friends' thus preventing them being viewed by the general public.
26. I will not accept current students on roll as friends on any social networking site (e.g. Facebook, Twitter etc.) as this can leave me open to false claims and put me in a vulnerable position. Staff should also not signpost students to their personal 'YouTube' accounts.
27. I will not use a social network site, the internet or personal blogs etc. in such a manner that the content offends colleagues or brings the academy into disrepute.

George Salter Academy's E-Safety and Social Media Policies are available to download in full on <http://www.georgesalter.com/academy/policies.html>.

**By clicking accept, I confirm I have read and agree to all of the above statements and the Academy's E-Safety and Social Media Policies.**