



GRANVILLE ACADEMY

Home-Academy, ICT and MILK Agreements.

Please read the enclosed polices carefully, sign the back page and return this booklet to the academy.

Student's Name:.....

Year..... Form.....



Home-Academy Agreement

Academy Responsibility

The Academy will make every effort to:

- Create a safe and caring learning environment for our students.
- Provide a broad, balanced curriculum which offers a variety of opportunities to meet your child's needs.
- Achieve high standards of teaching and learning through building good relationships and developing a sense of responsibility.
- Keep you informed about the academy and about your child's progress through reports and parent meetings.
- Be welcoming and offer opportunities for parents and carers to become involved in the daily life of the academy.
- Respond to your concerns promptly and effectively.

Parental Responsibilities

I/We shall make every effort to:

- Ensure that my child attends the academy regularly, on time, in the correct uniform and properly equipped.
- Support the academy's policies and guidelines for behaviour including uniform, attendance and mobile phone use.
- Support my child in completing homework and regularly check the homework diary.
- Support my child to participate in extra-curricular activities.
- Attend meetings where I can discuss my child's progress.
- Encourage my child to achieve their full potential and to value their achievements and those of others.
- Inform the academy of my child's absence on the first day.
- Let the academy know of concerns, problems or changes of circumstances which may affect my child's work or behaviour.
- Pay for the replacement of the academy planners if lost or deliberately or negligently damaged.
- Support the guidelines for use of ICT in the academy.



Home-Academy Agreement

Student Responsibility

I will:

- Attend the academy regularly and on time.
- Bring the equipment I need for lessons every day.
- Dress appropriately for the academy, following the rules regarding uniform and hair.
- Follow the Student Lesson Expectations (as displayed in all classrooms).
- Represent the academy in a positive way (including travelling to and from the academy).
- Complete all my classwork and homework to the best of my ability and make use of my homework diary.
- Behave in a way that encourages others to follow the academy code of conduct.
- Agree to comply with the academy rules on the use of ICT equipment.



ICT Policy

Student Use of Computers, Electronic Mail & the Internet

As part of the academy's curriculum we offer students supervised access to computers and to the internet, to give them a wide range of learning opportunities. All our computers have fast internet access, all students have open access to these facilities and every student has their own email address.

Access to the internet will enable students to explore thousands of libraries and sources of information as well as enabling them to exchange messages with other internet users about the world. This will provide a wealth of opportunities to help learning.

With these opportunities come certain dangers and responsibilities. Unfortunately, some material on the internet may be unsuitable, illegal, defamatory, inaccurate or potentially offensive to some people. We have a 'filtering' system that will block most of this material but it is difficult to be 100% successful. We rely on the common sense of the students not to try to access this material and to let us know if they accidentally come across something that is unsuitable. We have monitoring software to help us spot any dangerous behaviour or inappropriate websites.

We will encourage students through lessons and assemblies to use the internet sensibly and appropriately and we believe that the benefits far outweigh any dangers. We will try to develop good habits and point out potential dangers. Ultimately, it is you as parents and carers who are responsible for setting and conveying the standards for your children. We would urge you to help us in keeping the standards, relating to internet use, high.

We hope you will support us in encouraging students to use the internet sensibly when at home as well as when at the academy. We need your support in monitoring what students do online, in particular on social networking sites like 'YouTube' and 'Facebook'. We want all students to treat each other respectfully when on-line at home and avoid bullying or any other anti-social behaviour as this can often cause problems when students return to school. Students may face punishment in school for their online behaviour even when outside of school when it affects other members of the academy community.

We are happy to offer advice and help to students and parents/carers, please contact the Principal or our ICT Co-ordinator if you have specific concerns or questions.

It is important that you understand what is happening and that you are involved in decisions relating to the internet. We would be grateful if you could read the "Student Guidelines and Code of Conduct" and then read and complete the "Home-Academy Agreement".



MILK Policy

Milk Usage Policy – Parent/Carer Agreement

Your access to Granville Academy's MILK system is provided on the basis that you are legally responsible for a child who is currently attending the academy. Access is granted on the condition that you agree to the terms of this policy.

Personal Use

Information made available through the MILK system is confidential and protected by law under the Data Protection Act 1998. Therefore;

- Users must not distribute or disclose any information obtained from the MILK system to any person(s), with the exception of the student to which the information relates, or to adults with parental responsibility for the student
- Users should not attempt to access the MILK system in any environment where the security of the information contained in the MILK system may be placed at risk e.g. a cybercafé

Password Policy

You have personal responsibility for your username and password. You must never use anyone else's username and password. You must always keep your individual username and password confidential. These usernames and passwords should **never** be disclosed to anyone. Passwords and usernames should never be shared.

Granville Academy reserves the right to stop or deny access to the MILK system of any individual in the following circumstances;

- The validity of parental responsibility if questioned
- A court ruling is issued preventing access to the child or family members
- Users are found to be in breach of the MILK usage policy

If any child protection concerns are raised or disputes occur the academy will stop access for all parties concerned, pending the investigation.

Please note: Where MILK access is not available to a parent Granville Academy will still make information available according to the Data Protection Act 1998.

Users are liable for any potential misuse of the system and/or breach of the data protection act that may occur as a result of failing to adhere to any of the rules/guidelines listed in the document.



MILK Policy

Milk Usage Policy – Student Agreement

Your access to Granville Academy's MILK system is provided as you are currently attending the academy. You can use MILK on the condition that you agree to the terms of this policy.

Rules about Usage

Personal Use

Information made available through the MILK system is confidential and protected by law under the Data Protection Act 1998. You must not attempt to access the MILK system in any environment where the security of the information contained in the system may be placed at risk, e.g. cybercafé, or on a computer where more than one person uses it.

Password Policy

You are responsible for the security of your username and password. You must keep them safe and never tell them to anyone else. You must never use anyone else's username or password. Passwords and usernames should never be shared.

The academy has the right to stop your access to the MILK system if you are found to break the rules of this MILK usage policy. If we suspect or have evidence that you have not followed the rules of use we will deny you access while we investigate, and for longer periods if inappropriate use comes to light.

Users (you) are responsible for any potential misuse of the system and/or breach of the data protection act that may occur as a result of not following the rules about use listed above.

By signing, you agree that you have read and accept the conditions in the MILK Usage Policy.



Agreement

Student

I have read and accept the conditions of all the policies contained in this booklet.

Student name
(BLOCK CAPTIALS):.....Form.....

Signature.....Date.....

Parent

As the parent or legal guardian of the above student, I have read and accept the conditions of all the policies contained in this booklet.

1

Parent/Carer name
(BLOCK CAPTIALS).....

Signature:.....Date.....

Email:.....

2

Parent/Carer name
(BLOCK CAPTIALS).....

Signature:.....Date.....

Email:.....