



# **St Benedict's** Catholic High School

## **Important Documentation**

**Please sign and return the  
SCHOOL AGREEMENT form**

### **Documentation included:**

**Home - School Agreement**

**E-Safety: Acceptable Use Policy**

**Student Internet Agreement**

**Using Images of Children**

**Responsible Use Policy for Mobile Phones**

**HOME - SCHOOL AGREEMENT**

**Privacy Policy**

## INTRODUCTION

The person and message of Jesus Christ lies at the heart of everything we do in St Benedict's School. We believe that every pupil in our school is created uniquely by God with special gifts. Through our community life and our curriculum we try to ensure that each person is valued and encouraged to develop their God-given potential in a happy Christian environment. We share with St Benedict a commitment to serve young people so that they will be able to play their full part in society.

We believe that parents/carers and other responsible adults are the first and foremost educators of their children and that we are called to support them in their God-given task. This home school agreement emphasises our commitment to work with parents, pupils and the wider community to provide the very best education possible.

## THE SCHOOL'S COMMITMENT TO YOU

We acknowledge our responsibility to support parents in their task of nurturing their children towards human wholeness within a Christian community.

Therefore we will:-

- Demonstrate our faith and our school foundation in the teachings of Jesus Christ, by what we teach and the way we live and worship in our school.
- Ensure that your child is valued for who they are and helped to develop spiritually, morally, emotionally and academically.
- Do our best to provide the best possible education for your child, and help them make as much progress as they can.
- Care for your child's health, safety and welfare.
- Challenge your child to strive for the highest standards of personal, social and intellectual development and aim for excellence in everything.
- Set homework which is suitable for your child and mark it regularly.
- Supply you with information about your child's progress and provide opportunities for you to talk to teachers.
- Send home regular progress reports (either electronically or by paper).
- Recognise and reward your child's achievement and effort.
- Respond appropriately to any difficulties your child may have.
- Treat your child as an individual with respect encouraging them to human wholeness.
- Inform you of any concerns regarding your child's work, behaviour, health, attendance, punctuality and work with you to resolve these concerns.
- Keep you well informed about school policies and activities through regular letters and newsletters.
- Respond to any complaint received, within a reasonable time, usually within 5 working days.



Headteacher

Signed: \_\_\_\_\_ Date: April 2021

## PARENT / CARER AND OTHER RESPONSIBLE ADULT COMMITMENTS

We acknowledge that we as parents/carers and other responsible adults we are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at school and at home.

Therefore I / we shall try to:-

- Support the Christian values of the school community.
- Support the leadership of the school.
- Ensure that my child attends school regularly, on time and suitably equipped.
- Send my child to school in correct school uniform.
- Support the school's behaviour policies and guidelines.
- Inform the school of any concerns or problems that might affect my child's work or behaviour.
- Encourage my child to be enthusiastic about learning and enjoy school.
- Support my child in homework and other opportunities for home learning.
- Avoid taking family holidays in term time. **All unauthorised absences, including holidays that have not been sanctioned by the Headteacher, are accumulated and parents who fail to ensure regular attendance of their children at school can be issued with a Fixed Penalty Notice under Section 444 of the Education Act 1996. The amount is £60 (per parent per child) if paid within 21 days and £120 (per parent per child) if paid between 21 and 28 days. Failure to pay a Penalty Notice will result in prosecution, except in limited circumstances. Attend parents' evenings and any other meetings called to discuss my child's progress.**
- Learn about my child's school life especially through the digital planner which I will check every week.
- Inform the school as soon as possible (before 8:50am) when my child is going to be absent. (By telephone: 01946 692275, email: [attendance@st-benedicts.cumbria.sch.uk](mailto:attendance@st-benedicts.cumbria.sch.uk), Text: 07860055717 or via the EduLink absence reporting feature.) Please note that the school requires parents/carers to contact school for everyday of absence.
- Encourage my child to participate fully in the wider aspects of school life.
- Inform the school by telephone, letter or email of any complaint and allow reasonable time for a response.

## **STUDENT COMMITMENTS**

I acknowledge the many different and unique talents that God has given me and my responsibility to use them wisely.

Therefore I will try to:-

- Attend school regularly and be on time for registration and all my lessons.
- Wear the correct school uniform and bring all the equipment I need every day.
- Use my digital planner to help organise my time and work.
- Work hard and do my best in my lessons.
- Ask for help either in or out of class if I don't understand something.
- Complete homework to the best of my ability and meet all deadlines.
- Respond positively to the marking, assessment and feedback my teacher provide me with.
- Behave sensibly so that I can help to make our school community a safe and happy environment where we can all learn.
- Show consideration towards all students and adults and treat everyone with the respect they deserve.
- Take care of all school property and help to keep our environment free from litter and graffiti.
- Think for myself and take responsibility for my actions.
- Become involved in what the school offers outside the classroom.
- Follow the advice given to me when I sign the school's Student Internet Agreement.

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

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- 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 online.
- If I arrange to meet people off-line that I have communicated with online, 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 online by informing an adult / member of staff.
- I will not try to deliberately access inappropriate material through the use of my mobile phone whilst on the school premises.
- I understand that I may be required to hand my mobile device over to a member of the Senior Leadership Team for inspection in the event of an investigation into an incident. I understand that if necessary, the mobile device will be handed over to the police.

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

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- 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 school ICT systems for online gaming, online gambling, Internet shopping or uploading video broadcasts (e.g. YouTube), unless I have permission of 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 understand that I must not approach a member of staff through social network sites.
- I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school 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. Neither 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 attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed.
- I will not access areas of the network without explicit permission and change content.

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

Policies are updated annually, please check amendments on the school website.

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I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. mobile phones, tablets, laptops, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

## **STUDENT INTERNET AGREEMENT**

Access to the Internet at St Benedict's School and in the Sixth Form Centre is provided for educational research and to aid and improve learning. St Benedict's School and the Centre will monitor the use of the Internet and prohibit the use of Internet sites that are believed to be unacceptable. However, in order for your child to have full access to the facilities of the Internet, I would be grateful if you could read the following rules with him/her and sign where indicated if you agree to abide by them.

- I understand that access to the Internet from St Benedict's School and the Sixth Form Centre is to be used for my educational research and to promote my learning. I agree to the following conditions in order for me to have access:
- I will not use the Internet to play non-educational games.
- I will not access any chat lines, links, news groups, Web pages or any other area of cyberspace that would be deemed offensive by the Headteacher or her staff and are not for educational use.
- I am responsible for monitoring, or appropriately rejecting material, links, dialogues and information accessed or received by me.
- I will be polite and use suitable language. I will not use obscene, abusive or harassing language and I will report any use of such language to me to a member of staff at school.
- I will not plagiarise any material. I will list any material that I use from the Internet in a bibliography.
- I accept responsibility for keeping copyrighted material from entering the school. I will therefore not download any software, music, videos, games, graphics or text materials that are copyrighted. I will not violate any copyright laws by posting or distributing copyrighted material.
- I will not disclose any personal information, including names and addresses, telephone numbers and credit card details of myself or any other person.
- I will not damage any computer, computer system or network, or try to gain access to any part of the computer system.
- I agree to pay for any printing costs over and above that allocated to me for the purposes of my education without prior arrangement with my supervising teacher.
- If I break any terms of this agreement, I will be denied access to the computer system for a period of time to be determined by the school and I may face disciplinary action as decided by the Headteacher.

## **ST BENEDICT'S SCHOOL - USING IMAGES OF CHILDREN**

Occasionally, we may take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website, social media pages or on project display boards at our school. We may also make video recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high-profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Regulation 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes.

### Conditions of use:

1. The agreement form is valid for the period of time your child attends this school.
2. We may re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a student in a newsletter to parents if the student has won an award.
4. If we name a student in the text, we will endeavour to not use a photograph of that child to accompany the article without good reason.
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
7. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.

Please note that the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.



## RESPONSIBLE USE POLICY FOR MOBILE PHONES

### Before 8.38am (first bell for registration)

- Mobile devices can be used outside of buildings and in the dining hall. Mobile devices can only be used for text messaging, email and web/app browsing. Once on the school site mobile phones must not be used for making phone calls or listening to music; unless permission is given by a member of staff.

### Lesson Time

- Mobile devices must be switched to silent or off and put away, unless the teacher of the lesson has given permission to use them for learning purposes.
- Under direction of the class teacher, students may access Edulink to view homework and resources.
- **During change over** from one lesson to another, mobile devices must not be used.
- There must be no use of mobile devices whilst using the stairs.
- Listening to music through headphones is **not** allowed anywhere on the school site.

### Break and Lunchtime

- Mobile devices can be used during these times. Devices can be used in the dining hall, theatre and outside the buildings, but **not** in the corridors or on the stairs, for messaging but not for making calls or listening to music, including through loud speakers or headphones.
- Phones must not be used in the library during these times.

### After 3.25pm (Mondays to Wednesdays) / 2.30pm (Thursdays & Fridays)

- Mobile devices can be used from these times, unless you are at an after-school session, then normal lesson time rules apply.
- Mobile devices must not be used whilst exiting the buildings and crossing the roads around the school for safety reasons.

## CONSEQUENCES OF BREAKING THE RESPONSIBLE USE POLICY

- If a student is caught using a mobile device inappropriately the student will be instructed to put the mobile device away. If the student continues to misuse the mobile device, it will be confiscated by the member of staff and returned to the student at the end of the lesson. If the student refuses to hand the mobile device to the member of staff, the member of staff should seek the support of their subject leader. The subject leader will confiscate the mobile phone and it will be taken to the admin centre at the earliest convenience. The mobile will be placed in an envelope with the student's name, teacher's name, date and lesson on the front. The mobile will be placed in the school safe until collected by a responsible adult.
- Mobiles can be collected by a responsible adult, recognised in school's information SIMS system, at the end of the day Monday, Tuesday, Wednesday 3.25 – 4:15pm, Thursday and Friday 2:30-3:30pm. Mobiles will not be returned directly to students.
- Repeated breaking of the rules this Responsible Use Policy will result in a student being banned from having a mobile in school for a fixed period.

- If a student uses a mobile device for any type of bullying then appropriate procedures will apply for bullying. Students will also be banned from using mobile devices in school for a fixed period by a member of SLT.
- If a student records audio or visual discussions with staff then this inappropriate use may lead to exclusion.
- If during a conversation, in or out of lesson, where a student is being disciplined the student calls or texts a parent this is considered inappropriate use of the phone.

### **EXAMS AND MOBILE PHONES**

No student will bring a mobile phone into an exam room.

The school follows exam board policies regarding mobile phones in examination situations and it is advisable for students to leave their mobiles at home during exam periods. Students are made fully aware of the serious consequences of mobile phones being taken into exam rooms.

- STUDENTS WHO BRING MOBILES INTO SCHOOL DO SO AT THEIR OWN RISK.
- AT NO TIME WILL SCHOOL BE HELD RESPONSIBLE FOR THE THEFT, DAMAGE OR LOSS OF A STUDENT'S MOBILE PHONE.
- EACH INDIVIDUAL MUST ACCEPT THEIR RESPONSIBILITY TO RESPECT THE RIGHT TO PRIVACY OF OTHERS AND RESPECT THE RIGHT OF OTHERS TO UNINTERRUPTED LEARNING.
- STUDENTS MUST NOT IN ANY WAY BREAK THE LAW IN THEIR USE OF MOBILES.

Please note this policy outlines a **privilege** provided by the school; it is **not a right** to have your mobile phone in school.

If these rules are consistently broken or a view is taken by staff and the Student Leadership Council that these devices are disrupting the learning and progress of students in school then the policy will be reviewed and potentially a decision to ban the use of mobile devices will be taken.

## Privacy Notice

### How we use student information

#### The categories of student information that we collect, hold and share include:

- Personal information (such as name, contact details, unique student numbers, student photograph);
- Characteristics (such as ethnicity, religion, language, nationality, country of birth, free school meal eligibility, and student premium eligibility);
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, any first aid or accident information, dental health, allergies, medication, dietary requirements and notes from meetings/GPs/other health care professionals)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended).
- Assessment and attainment information (such as Key Stage results, reports, feedback, test data, exam entries and results, post-16 courses enrolled for and any relevant results)
- Special Educational Needs information (such as Education and Health Care Plans (EHCPs), Student Support Plans, and notes from review meetings and professional assessments)
- Rewards information
- Behavioural information such as exclusions and any relevant alternative provision put in place
- Information on trips and visits, catering, free school meals management, identity management and authentication
- Mode of transport information
- Post 16 learning information and destination data

#### Why we collect and use this information

We use the student data for the following purposes:

- To support student learning;
- To monitor and report on student attainment progress;
- To provide appropriate pastoral care;
- To assess the quality of our services;
- To comply with the law regarding data sharing;
- To keep children safe (food allergies or emergency contact details)
- To meet statutory duties placed upon us for DfE data collections

### **Who we share student information with**

We routinely share student information with:

- other educational establishments that the students attend after leaving us;
- Cumbria County Council;
- The Department for Education (DfE);
- Other public services that have a lawful right to collect student information;
- Youth support services (students aged 13+);
- Third parties as listed in Appendix 6 of the GDPR policy;
- Inspira (for destinations data).
- The Public Health Department (for the organisation and administration of the agreed immunisation programmes)

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

### **Why we share student information**

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

### **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Youth support services**

#### **Students aged 13+**

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

### **Students aged 16+**

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.