



Acceptable Internet and Network Use Agreement

For Students

The computer system is owned by the College and is made available to students to further their education.

The College's Internet and Network Access Policy has been drawn up to protect all parties - the students, the staff and the College.

The College reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Students requesting Internet and Network access including e-mail should sign a copy of this Acceptable Internet and Network Use Agreement and return it to their Tutor. It will then be sent to the ICT Coordinator for approval.

Please read and tick each box

- All Internet activity should be appropriate to staff professional activity or the student's education;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the College ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for conducting them self in a professional manner in all e-mails sent and for ensuring emails are sent to the correct addressee
- I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
- Posting anonymous messages and forwarding chain letters is forbidden;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is strictly forbidden.
- The College values the use of cameras and video to celebrate success, however images of students and staff (both still and moving) may not be manipulated, posted on websites, or circulated via e-mail with the purpose of causing distress or bullying.
- The use of social media for educational purposes at HTC is increasing. HTC educates each student on how to act appropriately when using these media forms. However, students are ultimately responsible for their own digital footprints and therefore any consequences of acting inappropriately.
- The user agreement displayed when the student first logs on to the College (Firefly) Learning Platform must be agreed to and all future use must be in line with these conditions.
- The unauthorised use/ access of someone else's user login / account/ files or folders is forbidden
- I will report any suspicious or malicious activity to ICT Support/Teacher or Year Leader
- I will treat all ICT equipment with respect and report any faults to ICT Support/Teacher

Students failing to adhere to this agreement will have their access to the College's computer system withdrawn.

Full name:

Tutor Group:

Signed (Student) Date

Signed (Parent/Carer) Date



HORNDEAN TECHNOLOGY COLLEGE

Achieving Excellence

Our Home-College Agreement

Student Name: _____ **Tutor Group:** _____

As a student, I will do my best to:

- Attend College regularly, on time and with all the equipment I need (a range of equipment is available for purchase from the Finance Office)
- Do all my class work and DIY/homework as well as I can
- Move around the College sensibly and be on time for my lessons
- Wear the correct College uniform smartly
- Treat others with consideration and respect their right to learn
- Care for our environment and keep it clean and tidy
- Respect other people's property
- Help stop any form of bullying
- Talk to my parents about my time and progress at College
- Talk to my tutor, Year Leader or other teachers if I have any worries or concerns
- Be responsible and set a good example to other students in College
- Respond to teacher instructions immediately
- Respect the College policy regarding the use of mobile phones on site. Use of mobiles or other electronic devices is banned unless instructed by teacher to do so in lessons.

Student Signature: _____ **Date:** _____

As a parent, I will do my best to:

- Ensure that my child attends College regularly (with minimum 95% attendance), punctually and with the necessary equipment
- Support College arrangements for DIY/homework and behaviour including same-day detentions where necessary
- Monitor the quality of DIY/homework and coursework and ensure that published deadlines are met
- Discuss progress and future career plans with my child
- Support the College uniform policy
- Communicate promptly with the College when there are concerns
- Attend appointments concerning Progress Reviews and other evenings
- Avoid arranging family holidays in term time and medical appointments during the College day
- Inform the College of any absences or changes in home circumstances, emergency contact numbers etc.
- Support the College policy regarding the use of mobile phones on site (see above).

Parent Signature: _____ **Date:** _____

As a College, we will do our best to:

- Provide a safe and caring environment where your child is known as an individual
- Promote the highest standards of behaviour, uniform, punctuality and attendance
- Promote a broad and balanced curriculum and meet the needs of individual students
- Provide well planned lessons that stimulate students' learning
- Set, mark and monitor work and provide facilities for students to do DIY/homework in College
- Keep you informed of your child's progress and any matters of concern
- Value and celebrate the success of your child and help them to achieve their full potential
- Keep you informed about College activities through our Learning Platform, letters home, emails, 'The Network' and through the Horndean website www.horndeantc.hants.sch.uk
- Listen to your concerns, respond to them promptly and value your comments.

Year Leader Signature: _____ **Date:** _____