



STUDENT / STAKEHOLDER CONTRACT

Welcome to The Beaconsfield School

We want all students to have the opportunity to discover and fulfil their potential. In order to do this staff, students, parents/carers and governors must work together in partnership. It is vital that everyone knows what is expected of them.

Please read the information in this Stakeholder Contract carefully. The declarations on the Home/School Agreement tear out form must then be signed and dated by the student and the Parent/Carer and returned to the school with the completed Admissions Form. It is a legal requirement that this is completed.

Please note that details of all current school policies can be found on the school website or are available on application to the school office.

As a school our core values of Ready, Respect and Responsible should be evident in everything we do. The success of each student largely resides in the general behaviour of students in class and around the school building. At The Beaconsfield School, we set high standards of behaviour and expect the student code of conduct to be adhered to. Students should remember that, in or out of school, our reputation is affected by the way we all behave.

General guidelines

- Students are expected to display respect, courtesy and consideration for others at all times.
- It is expected that students will maintain a high standard in terms of personal conduct, honesty, respect for the property of others and appearance.
- Students are expected to respect and be tolerant of other people's point of view. Fighting, bullying and foul language are always unacceptable.
- Students are expected to listen, and respond appropriately, to staff instructions.
- Students are expected to respect and work with all individuals, regardless of race, gender, age, religion or disability.



Student Code of Conduct and Classroom Expectations

Code of Conduct

- Students are expected to move safely and sensibly around the school at all times.
- Students are expected to attend school and to be on time for school and for each lesson.
- Students must remain on the school premises at all times during the day.
- Students are expected to help keep the school clean and tidy. Litter should be put in bins. Eating is only permitted in The 'Hub', locker areas and at designated picnic tables. All food purchased in The 'Hub' must be eaten there. No glass bottles should be brought on to the premises.
- The school has a No Smoking policy. Smoking is forbidden on the journey to and from school, as well as on the site. Cigarettes, e-cigarettes, lighters and matches must not be brought onto the premises.
- Students should observe the code of conduct governing behaviour when travelling to and from school. Cycling is forbidden on the school premises.
- Cycles should be securely locked and security marking is advised. Students bringing cycles to school are advised to take their cycling proficiency test and must wear a helmet on their journey to and from school.
- Full school uniform must be worn including when travelling to and from school. Uniform and equipment should be named. Jewellery such as necklaces and rings should not be worn by either boys or girls for reasons of safety. Students may wear a wristwatch and one set of plain stud earrings. No facial, tongue or body piercings or extreme hair colours or haircuts are allowed. Nail varnish/extensions should not be worn.
- Students will walk sensibly between lessons, ensuring consideration to others.
- Students will not go out of bounds.

Classroom expectations

At the start of lessons students should:

- Arrive on time.
- Go straight into their lesson once their teacher is present.
- Take out books, writing equipment and electronic device on the table/desk.

During the lesson students should:

- Get ready to work without being told.
- Listen when the teacher or other students are talking to the class.
- Put up a hand to answer questions or attract attention.
- Take full part in the lesson.
- Let the teacher know if you need help.
- Not distract or disturb other students.
- Not eat or chew in class.
- Only drink water.
- Apologise quietly and explain the reason if they arrive late.

At the end of the lesson students should:

- Only pack up when told to do so.
- Leave the room tidy, (i.e. push chairs under tables and pick up any litter around the desk area).
- Leave the room only when told to do so.

In emergencies, students must always obey the instructions given by the teacher.



Computer Resources Policy

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (such as USB sticks, CDs, flash drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Only connect authorised Bring Your Own Device (BYOD) mobile equipment to the network (e.g. laptops) after they have been set up on the wireless network and the BYOD user agreement has been signed and returned.
- Do not eat or drink near computer equipment.

Security and Privacy

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Respect, and do not attempt to bypass security in place on the computers, or attempt to alter the settings.
- Computer storage areas, BYOD devices and USB sticks will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly.

Internet

- Do not access the Internet unless for study or for school authorised / supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.
- Never arrange to meet anyone unless your parent/guardian or teacher goes with you. People you contact online are not always who they seem.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.

The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.



Students' Internet Code of Practice

- I will only use the internet in school when supervised by a teacher or adult.
- I will never tell anyone I meet on the internet my home address, my telephone number or my school's name, unless my teacher specifically gives me permission.
- I will never send anyone my picture without permission from my teacher/parents/carer.
- I will never give my password to anyone, even my best friend and I will log off when I have finished using the computer.
- I will never arrange to meet anyone in person without first agreeing it with my parents/teacher/carer and get them to come along to the first meeting.
- If someone says or writes something which makes me feel uncomfortable or worried, I will always report it to a teacher or parent/carer.
- I will never respond to unpleasant, suggestive or bullying e-mails or bulletin boards and I will always report it to a teacher or parent/carer.
- I will not look for bad language or distasteful images while I'm online and I will report bad language or distasteful images to a teacher or parent/carer if I come across them accidentally.
- I will always be myself and will not pretend to be anyone or anything I am not.
- I know that my teacher and the Internet service provider will check the sites I have visited.
- I understand that I can access only sites and material relevant to my work in school and that I will not be able to use the Internet if I deliberately look at unsuitable material.
- I understand that I will not be able to use the Internet if I deliberately hack into the schools' or other systems.
- I know that the contents of my e-mail messages may be monitored by the Network Manager
- I may not download software from the Internet (including screen savers, games, video clips, audio clips, *.exe files).
- I know that information on the Internet may not always be reliable and sources may need checking. Web sites may be sponsored by advertisers.
- I will not use e-mail to send or encourage material which is pornographic, illegal, offensive or annoying or invades another person's privacy or could be construed as bullying.



Personal Device Use

You will not be allowed access to the school network without first accepting the following:

- I am aware that using my personal device is at owners (my) risk.
- My device is covered by adequate insurance, including third party.
- I am aware that my device must be Virus protected by a recognised product which is updated on a daily basis.
- I will use my device **only** when in agreement with my class teacher.
- I will not permit others to use my device.
- I will never give my password to anyone; even my best friend and I will log off when I have finished using the computer / device.
- I understand that my computer / device account and any system misuse from my device is my responsibility.
- I will follow the school's Acceptable Use Policy whilst using my device.
- I know that the Network Manager and the Internet service provider will check the sites I have visited.
- I understand that misuse of the internet could be in breach of Civil and Criminal laws and that I may be held responsible.
- I understand that I will not be able to use the school facilities if I deliberately hack into the schools' or other systems.
- I will not download software or inappropriate material from any connectable device to the school network.
- I will ensure that my device has adequate protection from damage (e.g. a case).
- I will ensure that my device is fully charged at the beginning of a school day.
- I will not leave my device unattended at any point unless put in my school locker.
- I am aware that the school is not responsible for technical problems that I may encounter with my own device.



Use of Mobile Phones and Electronic Devices

We do not accept liability for electronic equipment brought onto site (this includes mobile phones and any other electronic devices.) If your child has to get an urgent message to you there is a public telephone for use situated outside the dining hall or the school office will relay a message to a parent / carer. If you need, as a parent, to get an urgent message to your child this can be done through our school office.

It should be noted there are very strict rules regarding mobile phones in examinations; being in possession of a mobile phone (or any other electronic communications device, e.g. iPod, MP3, iPad player) is regarded as cheating and is subject to severe penalties from the awarding bodies. The minimum penalties are as follows:

- Device found on student and turned **on** – disqualification from the entire subject award.
- Device found on student turned **off** – disqualification from the specific paper being taken at the time.
- Phone rings during the examination, **wherever it is in the room** – disqualification from all papers for the subject (including any already taken).

If a mobile telephone is brought into school or brought on a school trip the following must be followed:

- Phones must be switched off at all times - during lessons, on the way to lessons and at break and lunch times. Exceptions may be made for 6th formers.
- No photographs or videos are to be taken at any time, including on school transport.
- Phones must not be used to send unpleasant texts which will be regarded as bullying which can result in a police prosecution.

Students who fail to comply with these requirements will have their mobile phones confiscated and should collect them at the end of the school day. Where a student persistently offends, the student's parents or carers will be required to collect the phone after school.

The school will not accept responsibility for mobile telephones at any time, loss or damage and will not investigate any instances of this. It is recommended that you take out your own insurance to cover any loss or theft. In PE, mobile phones should be handed in for safe keeping but these must be clearly marked with the students name as otherwise staff cannot be held responsible for phones that go missing. Phones taken into safe keeping will be held together in a box however the school takes no responsibility for any damage or loss that may occur.

If an adult has reason to believe that unsuitable material is being kept on a mobile phone or electronic equipment, the item will be confiscated and a senior member of staff will be asked to investigate further. Such material may include bullying texts, pornographic images or videos taken in school.

It is strongly recommended that where parents deem it essential for their son/daughter to carry a mobile phone in school, an inexpensive phone is purchased for this purpose.

We reserve the right to ban mobile telephones at short notice.



Photography/Videography

Occasionally, the school may take photographs of the students for use in the schools printed publications as well as on the school website and social media. The school also makes use of video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Photographs or film footage by parents or carers of their children at school events is permitted under an exemption in the Data Protection Act 1988. There is also a journalistic exemption with regard to the media and occasionally students' images may appear in local or national newspapers, or on televised news programmes.

The conditions of use for using images of children are:

1. This permission is valid for five years from the date of signing or for the period of time your child attends this school. Permission will automatically expire after this time.
2. The school will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website/social media, in school printed publications.
3. The school will not include personal e-mails, postal addresses or telephone/fax numbers on video, on our website/social media, in school printed publications.
4. If the school uses photographs of individual students, the full name of that child will not be used in the accompanying text or photo caption.
5. If the school names a student in the text, the school will not use a photograph of that child to accompany the article.
6. The school may include pictures of students and teachers that have been drawn by the students.
7. The school may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. The school will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.



Code of Conduct for Travelling by Coach and Public Transport (including school trips)

For the safety of all passengers we expect our students using these services to demonstrate excellent behaviour whilst using the bus services. Failure to meet these standards may result in your child being banned from the bus or fined.

During school journeys students should:

- Stay properly seated facing forward.
- Wear seat belts or other appropriate restraints where fitted.
- Not distract the driver.
- Keep bags out of the aisles.
- Not attempt to operate doors or emergency exits (unless in an emergency) or any other mechanisms.
- Not damage the vehicle.
- Report any concerns about the journey to the driver and/or the school.
- Not behave in a way likely to annoy or upset other travellers.
- Always ask for permission to use the facilities.

Basic Expectations:

- Do not eat or drink on the coach.
- Take any rubbish home.
- Wear seat belts and store belts correctly at the end of the journey.
- Do not distract the driver.
- Remain seated throughout the journey. Do not stand up.
- Respect each other, the bus and especially the driver.

Important Reminders

- You **MUST** have a valid bus pass for your coach available at all times.
- You **CANNOT** take friends home on your bus.
- You cannot swap coaches for any reason.
- If you lose your pass you must get a temporary replacement from Reception, then apply to Bucks County Council for a permanent replacement.

The way you behave when going to and from school says a lot about you, your family and The Beaconsfield School. When travelling to and from school, the normal school rules apply, including:

- The wearing of school uniform correctly
- No fighting
- No bullying
- No smoking
- No spitting
- No vandalism
- No swearing or verbal aggression

If you see any misconduct, please report it to the driver/conductor of the bus/train or a Police officer and inform The Beaconsfield School as soon as possible.