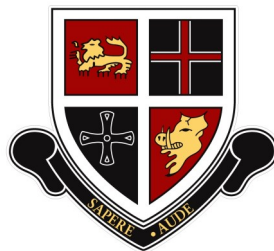


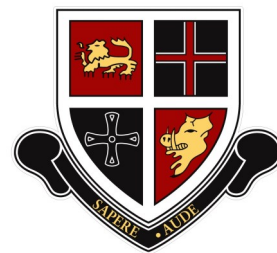


DURHAM JOHNSTON COMPREHENSIVE SCHOOL

General Information 2023-2024



Sapere Aude • Dare To Be Wise



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1. THE USE OF BIOMETRIC INFORMATION IN SCHOOL / PARENTPAY INTERNET PAYMENTS

Durham Johnston uses information about your child as part of an automated (i.e. electronically operated) recognition system. This is for the purposes of cashless catering administration. The information we use is referred to as 'biometric information'. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify parent(s) or carer(s) and obtain the written consent of at least one parent / carer before we use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical characteristics that can be used to identify them, for example, information from their fingerprint. Durham Johnston would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with cashless catering administration.

The information is used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a number sequence (template) to be stored on the system. An image of your child's fingerprint is **not** stored. Only the template will be used to permit your child to access the cashless catering system.

You should note that under Chapter 2 Article 9 of the UK General Data Protection Regulation, the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

Legislation requires schools to:

- Only use the information for the purpose for which it was originally obtained and made known to the parent/carer as stated above
- Ensure that the information is stored securely
- Inform you of what it intends to do with the information.

Unless the law allows it, Durham Johnston cannot disclose personal information to another person/body. You should note that the only person/body that the school wishes to share the information with is 'CRB' who is the supplier of the biometric system used at Durham Johnston and Parent Pay who facilitate the online payments for school meals.

Providing your consent/objection

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent/carer is required. However, consent given by one parent/carer will be overridden if the other parent/carer objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, Durham Johnston cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent/carer **must** be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Your child's objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

Durham Johnston is also happy to answer any questions you or your child may have. To enable this or to change your consent status, please contact The GDPR Team on 0191 3843887 or email gdprrteam@durhamjohnston.org.uk should you require further information.

If you do not wish your child's biometric information to be processed by Durham Johnston, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system for the purposes of cashless catering.

If you give consent to the processing of your child's biometric information, please sign, and date the relevant consent section contained within the Durham Johnston Common Admission form.

Please note that when your child leaves the school or if, for some other reason, they cease to use the biometric system, their biometric data will be securely deleted.

Further information and guidance

This can be found via the following link: [ICO guidance on data protection for education establishments: Education / ICO](#)

ParentPay – our online payment service

We are pleased to inform you that the school has the facility to accept online payments for school meals, trips and other school activities which will enable us to remove the use of cash and cheques from school. Using a secure website called ParentPay you are able to pay online using your credit or debit card. You can also pay in cash at local PayPoint stores. Within Parent Pay parents / carers are able to access the extended facilities which allow them to view the purchases of their son/daughter each day. You are also able to view trip payments and balances and set reminders if you are paying in instalments for any of your purchases.

ParentPay is easy-to-use and offers you the freedom to make online payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available and that funds will reach school safely.

Parents have a secure online account, activated using a unique username and password; making a payment using your credit or debit card is straightforward and no card details are stored on the system or are accessible by the school or ParentPay. ParentPay holds an electronic record of all online payments for you to view at a later date. When you make a payment, an e-mail confirmation is sent to you, giving you reassurance that the transaction has been successful.

In addition, ParentPay offers you the ability to set automated email/SMS reminders ensuring you never miss a payment.

Getting started with ParentPay

An account activation username and password are automatically sent out to the parents / carers of all our new year 7 starters annually in August (if you do not receive this or you misplace your details please contact the ParentPay Administrator at school@durhamjohnston.org.uk). Once you receive your details please visit www.parentpay.com to set up your account.

Benefits of this method of payment:

- You control your child's account
- Your child does not need to bring money into school, thus eliminating instances of forgotten or lost dinner money
- You are able to add a spend limit and set specific dietary requirements
- You pay as much or as little as you wish, whenever you want.

Making a payment is straightforward. Click the 'My payments items' tab and follow the on-screen instructions. No personal banking details are stored on the system.

We thank you in advance for your support in using ParentPay. For more information please click here: <https://www.parentpay.com/>

2. DATA PROTECTION

This summary is for quick reference only. Further information can be found in the full Data Protection Policy which is published on the school's website. You can also request this from us in hard copy or electronically.

Durham Johnston is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with data protection principles under the UK General Data Protection Regulation (UK GDPR) implemented 25 May 2018. It was amended on 1st January 2021 by regulations under the European Union.

The aim of the policy is to provide a framework to enable parents and pupils to understand:

- the law regarding personal data
- how personal data should be processed, stored, archived and disposed of
- how parents and pupils can access personal data

Data Protection Principles

Article 5 (1) of the UK GDPR sets out that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for they are processed, are erased or rectified without delay
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

The UK GDPR stipulates that there must be a **lawful basis** for processing data, and that for special category data an additional condition has to be met. The vast majority of information that the school collects and processes is required to enable the school to perform tasks carried out in the public interest or in the exercise of official authority vested in the school as the data controller.

This is the main lawful basis for processing data by the school.

The UK GDPR creates some **new rights** for individuals and strengthens some existing ones. It provides for the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

GDPR includes a **right to erasure** - but this is not an absolute right and does not necessarily override the lawful basis for continuing to hold data.

Personal Data

The school will have access to a wide range of personal information and data. The data may be held in a digital format or on paper records. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances. This will include:

- Personal information about members of the school community — including pupils / students, members of staff and parents / carers e.g. names, addresses, contact details, legal guardianship contact details, disciplinary records
- Curricular / academic data e.g. class lists, pupil / student progress records, reports, references
- Professional records e.g. employment history, taxation and national insurance records, appraisal records, disciplinary records and references
- Any other information that might be disclosed by parents / carers or by other agencies working with families or staff members.

Special Category Data

"Special Category Data" are data revealing a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership. It also includes the processing of genetic data, biometric data, data concerning a person's health or sexual life and is prohibited except in special circumstances. This is because special category data is more sensitive, and so needs more protection.

In our school the most likely special category data is:

- information on the racial or ethnic origin of a pupil
 - information about sexuality of a pupil and / or their family
 - medical information about a pupil
- (Some information regarding safeguarding will also fall into this category)

Other types of Data not covered by the act

This is data that does not identify a living individual and, therefore, is not covered by the remit of the UK GDPR - this may fall under other 'access to information' procedures. This would include lesson plans (where no individual pupil is named), teaching resources, and other information about the school which does not relate to an individual. Some of this data would be available publicly (for instance the diary for the forthcoming year), and some of this may need to be protected by the school (if the school has written a detailed scheme of work that it wishes to sell to other schools).

Schools may choose to protect some data in this category but there is no legal requirement to do so.

Durham Johnston may be required to share pupil information with various third parties. We will not do this without your consent unless the law allows us to do so. This applies to pupils over the age of 16 years, parents and carers.

Please refer to 'Data Sharing' detail contained within the 'Consent Section' of the Durham Johnston Common Admission Form in order for consent to be recorded.

Please note, our GDPR Data Protection Policy includes full details on; School CCTV Code of Practice, School Photography Code of Practice, Subject Access Requests and the Data Breach Policy.

3. SCHOOL VISITS

Your child will have many opportunities, throughout their time at Durham Johnston, to participate in educational visits and off-site activities. Whilst the school is not required to seek written consent for pupils to take part in activities that take place during the school day, and are a normal part of a pupil's education, we are required to seek parental consent for activities that may need a higher level of risk management or those that take place outside normal school hours.

Consent from a parent/carer is required before their child can participate in educational visits and other off-site activities including:

- All school organised off-site activities before and after the school day
- Off-site sporting fixtures outside the school day

To simplify the process and to reduce the burden of administration, we seek consent from parents / carers on their child's enrolment to the school which will cover participation in any of these types of school organised activities throughout their time at Durham Johnston.

If you give consent to your child participating in educational visits and other off-site activities, please sign and date the relevant consent section contained within the Durham Johnston Common Admission Form. You can, if you wish, tell the school that you do not want your child to take part in any particular visit or activity.

Staff members in charge of organising visits will ensure that you are provided with full details well in advance of any visit and you will be kept informed of where your child will be at all times.

In exceptional circumstances (e.g. residential, overseas or some adventurous activities) further consent will be requested.

Your consent applies for the duration of the child's career at Durham Johnston, however you may contact the GDPR Team on 0191 3843887 or email gdpsteam@durhamjohnston.org.uk any time should you wish to withdraw this consent.

4. PHOTOGRAPHIC CONSENT

This summary is for quick reference only. Further information can be found in the full Data Protection Policy (subject to annual review and approval by the Governing Body) [by clicking on this link](#). You can also request this from us in hard copy or electronically.

Durham Johnston School takes the issue of child safety very seriously, and this includes the use of images of pupils. Inclusion of images of pupils in school publications and on our school website can be motivating for the pupils involved, and provides a good opportunity to promote the work of the school in documenting and recording educational activities, recording students learning and development progress and in recording special events and achievements.

However, schools have a duty of care towards students and to ensure the welfare and safety of children and young people in accordance with the Data Protection Act 2018. We will not use children's full names alongside the photographs in the school's own printed publications, in video films or on our website. However, pupils' first names may be used in a group situation where it cannot be linked to an individual in the photo. Consent shall be obtained from parents/carers upon admission to the school. It is good practice to ensure that the record of consent is approved as accurate and up to date by the parent/carer on a regular basis.

Only official school owned equipment (e.g. work provided digital or video cameras) will be used by staff to capture images of pupils for official purposes. **Use of personal cameras or phones or other devices, for the purpose of photography or video making, by staff is prohibited at all times.**

Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.

With regard to the press, the school will allow local newspapers to take photographs of students when appropriate, provided that either parental consent or consent from a pupil aged 16 or over has been granted. Some newspapers insist that children's names must be published with their photographs. If not, they may decline to cover school events. Then we will normally give pupils full names to the press where we have parental/pupil (aged 16 or over) permission to do so.

In signing the image/photographic consent contained in the Durham Johnston Common Admission Form please note the following:

- Photographs and digital images taken will be used only for educational purposes or school promotional activities
- Photographs and digital images may also be used and distributed by other media, such as CD-ROM, video, webcams and digital display screens, the school website and Twitter account as part of the promotional activities of the school
- Occasionally members of the press may be invited into school to take photographs or film footage of special events and additional parental / pupil (aged 16 or over) consent would be requested in this instance

Photographic consent can be recorded under the Consent Section of the Durham Johnston Common Admission Form.

You may withdraw your consent at any time by emailing the GDPR Team at gdperteam@durhamjohnston.org.uk

5. RELATIONSHIP AND SEX EDUCATION (RSE)

From September 2020, relationships and sex education became statutory in all secondary schools in England and relationships education became statutory in all primary schools in England.

Young people increasingly learn about sex and relationships from a very young age. Some of the things that they learn are incorrect and can be confusing and frightening. An understanding of sex and healthy relationships is a very important part of preparation for adult life and we want students to have access to information that helps them to respect others and make good decisions as they grow up. High quality, evidence-based and age-appropriate teaching can help prepare students for the opportunities, responsibilities and experiences associated with adult life. The statutory responsibility to deliver high quality relational and sex education was set out by the Department for Education (Relationships Education, Relationships and Sex Education (RSE) and Health Education.

Please click on the following link for further information: [Relationships and Sex Education \(RSE\) \(Secondary\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/relationships-and-sex-education-rse-secondary)

At Durham Johnston Comprehensive School we understand the importance of educating pupils regarding RSE and health education. To embrace the challenges of creating a happy and successful adult life, pupils need the knowledge that will enable them to make informed decisions about their wellbeing, health and relationships, to build their self-efficacy and develop the capacity to make sound decisions when facing risks, challenges and complex contexts. We want all children to grow up healthy, happy, safe, and able to manage the challenges and opportunities of modern Britain, where they can **dare to be wise** (sapere aude).

The purpose of RSE and health education at Durham Johnston Comprehensive School is to provide young people with medically, legally and factually accurate, up-to-date and impartial information they need to help them develop healthy, nurturing relationships of all kinds, not just intimate relationships. It supports them to know what a healthy relationship looks like and what makes a good friend, a good colleague and a successful marriage or other type of committed relationship. The teaching of RSE and health education helps prepare pupils for the opportunities, responsibilities and experiences of adult life. It also supports the development of spiritual, moral, social, cultural, mental and physical development of pupils at school and in the wider society.

Whilst all schools have a statutory responsibility, we also feel that it is important that we offer opportunities to understand the positive and negative aspects of sex, relationships and the world in which they are growing up.

We want our students to feel confident, to make good decisions and to be self-reflective and articulate young people at ease in the world. We work to make our community safe and welcoming, happy and supportive. We also have a commitment to safeguard and promote the welfare of children and young people.

Research has shown that young people who feel good about themselves, and are knowledgeable and confident about sex and relationships, are more likely to be more discerning in their relationships and to make positive choices. Research also demonstrates that good, comprehensive sex and relationship education helps students to make choices at appropriate times.

The programme of study at Durham Johnston is based upon national guidelines provided by the Department for Education. It is carefully planned, so as to be sensitive to the age and experience of our students. It is delivered through PSHE lessons, tutor time, assemblies and events with very experienced external partners, the Science curriculum and also informally through a range of subject areas and the ethos of the school; our ethos is based upon kindness, tolerance and respect for others. It also prioritises the need to be an informed, well educated person.

We would recommend reading the guide from the Department of Education by clicking on the following link:

[Understanding Relationships, Sex and Health Education - a guide for secondary school parents \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/Understanding_Relationships_Sex_and_Health_Education_-_a_guide_for_secondary_school_parents.pdf)

Further information about RSE and health education, including the right of withdrawal, can be found on our website: [PHSE & RSE | Durham Johnston School](#)

If you have any questions, you can contact Year Leader Mr P Digby in the first instance.

6. SAFEGUARDING

This summary is for quick reference only. Further information can be found in the full Child Protection and Safeguarding Policy (subject to annual review and approval by the Governing Body) which is published on the school's website. You can also request this from us in hard copy or electronically.

Child Protection issues may relate to neglect and hidden harm, physical injury, sexual abuse, emotional abuse. (Please refer to the policy for full definitions and signs).

Safeguarding has the highest of priorities at Durham Johnston. The following information is published in the student organiser. We encourage a culture whereby students can share any concerns they have with trusted adults at school.

Keeping Myself Safe

If your child is worried about anything at all, and needs to talk to somebody in school they can speak to any member of staff. All adults who work in our school undergo safeguarding and child protection training which includes regular updates. In addition we have a safeguarding team who are qualified to support staff and students further with any safeguarding matters. The Safeguarding Team are outlined below: -

From September 2023

Mrs Bell	Deputy Head / Designated Safeguarding Lead
Mr Simpson	KS3 Lead
Mr Bowman	KS4 Lead
Mr Wilbraham	Head of Sixth Form / Assistant Head
Miss Davies	SENCO / Assistant Head
Mrs Wood	Student Support Centre Manager (currently Behaviour & Safeguarding Support)

The **Safeguarding Team** are responsible for:

- Making referrals to appropriate agencies
- Liaising with those agencies to ensure correct procedures are followed during investigations
- Maintaining full records for case conferences

The **Headteacher** is responsible for:

- Establishing an ethos where children feel able to disclose fears and to ensure effective and discreet management of such

Staff/Support Staff/Voluntary Helpers are responsible for:

- Upholding the school's 'telling' ethos
- Acting promptly to refer disclosures having discussed confidentiality stipulations with child

Parents are responsible for:

- Respecting and valuing their child as an individual
- Supporting school as a 'safe' environment and taking appropriate action

Pupils are responsible for:

- Supporting fellow pupils
- Being honest in any disclosures made and behaving responsibly according to school rules.

ONLINE SAFETY GUIDANCE

- Pupils must not share their passwords with anyone
- Passwords must be secure (minimum of 8 characters with at least 1 capital letter and 1 number)
- Pupils will not take and / or share images of themselves or anybody else
- If a pupil or a friend are concerned with anything online or something which is sent to them electronically or by mobile phone, they can do the following:

- ✓ Tell their parents / carers
- ✓ Tell their Form Tutor or Year Leader
- ✓ Tell Mrs Bell or another member of the Safeguarding Team

7. MEDICAL INFORMATION REGARDING YOUR CHILD

This summary is for quick reference only.

This school is an inclusive community that welcomes and supports pupils with medical conditions.

This school provides all pupils with any medical condition, the same opportunities as others at school.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as prescribed by healthcare professionals .

All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on pupils.

Parental or Carer consent for your child to receive on or off-site emergency medical or dental treatment if it is considered necessary by the medical authorities present *and* if it has not been possible to contact you beforehand can be found in the Consent Section of the Durham Johnston Common Admission Form.

If we are informed of a medical condition we will invite parents/carers to complete an Individual Healthcare Plan (IHCP), which explains what help they need in an emergency.

The IHCP will accompany a pupil should they need to attend hospital. Parental/Carer permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings.

IHCPs are regularly reviewed, at least every year or whenever the pupils' needs change. The school makes sure that the pupil's confidentiality is protected. This school seeks permission from parents/ carers before sharing any medical information with any other party.

This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities. It is the parent/carers responsibility to provide the prescribed emergency medication and ensure it is up to date. Pupils may carry their prescribed emergency medication with them if they wish, with parental consent.

Managing Medication in School

Durham Johnston has put guidelines in place to ensure that all pupils who require medication receive the appropriate care and support.

The following information is for parents/carers to follow when they request that medication is administered to their child during the school day.

PLEASE NOTE:

- Medicines will only be accepted if they have been prescribed by a medical professional. Non prescribed medication **CANNOT** be accepted.
- Medicines will only be administered if an 'Administering Medication' consent form has been signed by the parent/carer. Pupils over 16 who have capacity are also able to consent.

Guidelines for Parents

- Medicines should only be taken in school where essential. Where clinically appropriate, parents/carers should ask for medicines to be prescribed in dose frequencies that enable it to be taken outside of school. Medicines that need to be taken 3 times a day can be taken in the morning, after school and at bedtime. There may be exceptions to this where medication is required to be taken at intervals of four hours.
- If this is not possible, parents/carers must complete and sign the 'Administering Medication' form, giving precise instructions.
- Medication **MUST** be in date, in its original packaging, as provided by the pharmacist and must include clear instructions on the label along with the child's details.
- Medication can be brought into school by a parent / carer or pupil aged 16 years or over. No medication is allowed to remain with the pupil in school with the exception of prescribed emergency medication, i.e. inhalers, epipens and insulin.
- Parents must inform the school of any changes to the medication and dosage times, etc.
- It is the parents/carers responsibility to dispose of any un-used / out of date medication.

Our Responsibilities

- Only fully trained staff will administer medication.
- Clear and precise records will be kept when medication is given.
- We will respect confidentiality and privacy when giving the medication to the child.
- Medication will be stored away in a locked medication cabinet or medical fridge, as appropriate.
- Feedback will be given to parents/carers if there are any issues when giving medication.
- Durham Johnston cannot be held responsible for any side effects that occur when medication is taken correctly.
- There is no legal or contractual duty on staff in school to administer medicines or supervise pupils taking their medication.
- This is purely a voluntary role and the Governors and Headteacher reserve the right to withdraw this service.

8. SCHOOL UNIFORM

Uniform is also very important to the standards that we set and we expect every single one of our young people to be correctly dressed at all times whilst at school. It is really important to us as we are a genuine comprehensive school. Uniform helps children from very different backgrounds to mix effectively together and to have a sense of a shared culture and ethos. Our uniform is also practical, and reasonably cheap.

Parents should note pupils are not allowed to wear ANY jewellery, nor do we allow recently-pierced ears to be covered by plasters. No young person below sixth form age may wear earrings or jewellery of any sort. Earrings and any other visible piercings must be taken out. The wearing of false nails or eyelashes is not permitted. It is important to share this with all parents or carers now, as we will not make exceptions in September.

Please will you make sure that all uniform and PE kit is labelled with your child's name. It is the very nature of uniform that it all looks the same, so it really does need to be named. Each year a significant amount of expensive clothing is left at school. Our rules are fair and we would ask you to fully support them. If the school and parents work closely together and support each other, then issues of behaviour and uniform are often addressed very quickly.

You can view our Uniform Guidance [HERE](#) and view our Full Uniform Policy [HERE](#)

9. INTERNET ACCEPTABLE USE POLICY

Parents / Carers — Please read this agreement with your child before signing in the appropriate area of the Common Admission Form to confirm your acceptance. Students will be given the opportunity to sign this form in School following further discussion with their Form Tutor.

Internet access is provided throughout the school by our service provider, Durham County Council to assist pupils with their education.

Before using the Internet at school all pupils and their parents or carers must agree the following:

- I will only use the school's internet facility for the purpose of my school work and other linked activities
- I accept that my internet usage will be controlled and monitored by the school and our service provider, Durham County Council
- I will never use the internet to access material which could be considered offensive, illegal, harmful or inappropriate in any way, as detailed below
- If I accidentally gain access to any such content, I will report this immediately to a member of staff
- Whilst in school I will use my school email account only, except where agreed with a member of staff
- I will not attempt to download or install any software onto a school-owned device at any time
- I will only access the internet from school-approved devices (i.e. school computers and laptops). If I am unsure what an approved device is I will ask a member of staff
- I will only ever attempt to gain access to the internet while logged onto an approved device, using my school login account and password
- I will never access the internet using another person's account and I will never allow anyone else to access the internet using my account
- I will never reveal my password to another pupil. If I believe another pupil may know my password, then I will report this immediately to a member of staff in order to have my password changed
- I will not give out personal information such as my name, telephone number, image or address over the internet unless advised to do so by a teacher
- I will never arrange to meet outside of school, anyone I have met over the internet. If I am aware that another pupil is attempting to arrange to meet with anyone they have met over the internet, then I will report this immediately to a member of staff
- I will not plagiarise (copy) anyone else's work and I will respect all content, ownership and copyright at all times
- I will always act responsibly in my internet use and will never do anything which may harm the reputation, or standing within the community of the school, my fellow pupils or school staff
- Any personal device that is used to access Office 365 should not have a VPN (Virtual Private Network) installed.

Unacceptable Internet Behaviour

Users shall not visit internet sites, make, post, download, upload, transfer data, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Child sexual abuse
- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Adult material that potentially breaches the Obscene Publications Act in the UK
- Criminally racist or homophobic material in the UK or promotion of any kind of harmful discrimination
- Promotion of racial or religious hatred
- Pornography
- Threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive or breaches the integrity or ethos of the school or which brings the school into disrepute.

Users must also refrain from using the school network for the following purposes:

- Running a private business
- Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school (e.g. VPN)
- Uploading, downloading or transmitting commercial software or any material belonging to a third party and protected by copyright, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial or person information, databases, computer or network access codes and passwords)
- Creating or sharing computer viruses or other harmful files
- Carry out sustained or instantaneous high volume network traffic (downloading or uploading files) that cause network congestion and which hinders others in their use of the Internet
- File sharing
- Use of social networking sites.

10. HOME-SCHOOL PARTNERSHIP AGREEMENT

Parents / Carers — Please read this agreement with your child before signing in the appropriate area of the Common Admission Form to confirm your acceptance. Students will be given the opportunity to sign this form in School following further discussion with their Form Tutor.

As a member of Durham Johnston Comprehensive School I will do my best to:

- Treat all other members of the school community with respect and kindness
- Work hard at school and at home and help others to learn
- Take advantage of the curricular and extra-curricular opportunities provided by the school
- Come to school every day, punctually and properly equipped to learn
- Follow the school's Behaviour Policy in the classroom, school and wider community
- Wear school uniform correctly at all times in school
- Complete all homework that is set on time and to the best of my ability
- Be willing to access the support and guidance offered by my Form Teacher and Head of Year
- Keep my family informed about school by delivering reports, information letters, leaflets and newsletters and ensure that my parent(s)/carer(s) sign my Student Organiser each week

As Parent(s) / Carer(s) I/we will do our best to:

- Support the school's Behaviour Policy and be polite and calm when contacting school staff
- Give the school the necessary time to act upon any concerns that we might raise
- Contact the school if I/we become concerned about any aspect of school, homework, behaviour, welfare or absence and to only come to school if a prior appointment has been arranged
- Create good conditions for homework, make sure that it is done and keep track of it using the Student Organiser
- Make sure that correct school uniform is worn
- Attend Parents' Consultation Evenings and other opportunities to discuss progress and to work with the school to support my son/daughter's learning
- Inform the school immediately of any changes to our contact details, or any change in family circumstances that might have an impact upon their wellbeing
- Check the school's website, and the weekly Friday Bulletin regularly to keep up to date with what is happening in school
- Ensure daily and punctual attendance and that my child is properly equipped for lessons
- Regulate my son/daughter's social media use and support the school's ban on mobile phones and smart watches being used anywhere on the school site
- Make my son/daughter aware that they need to behave appropriately on their way to and from school and to show respect for others within the community

As your child's secondary school we will do our best to:

- Exemplify the school's ethos and to act with integrity, honesty and kindness when working with students, parents and the wider community
- Provide a well-planned curriculum, high quality of teaching and extra-curricular opportunities
- Provide the best possible atmosphere for learning in school and treat students with respect and kindness
- To address any concerns raised in a timely and fair manner and to contact you about any aspect of your child's life that is causing us concern
- To develop your son or daughter's talent and to get to know them as well as possible
- Provide regular and appropriate homework and mark students' work done at home and in school in order to support learning
- Check that your child comes to school regularly, punctually and properly equipped for lessons
- Make sure that the school's Behaviour and Uniform policies are followed
- Keep in touch with you by providing regular information about the school on the website
- Provide an opportunity each year to discuss your son/daughter's progress with teachers
- Educate your son/daughter about their responsibilities within the school and the wider community