



Hazelwick School 2022 Transition Administration Pack

There are two parts to this pack:

- | | |
|------------|---|
| White Pack | This should be completed as soon as possible and returned to your Primary School class teacher or Mrs Bending at Hazelwick by 27 May 2022 |
| Pink Pack | Information either to be kept at home or sent off to West Sussex County Council |

Important Information:

Please note that the Privacy Notice for how Hazelwick School uses student data can be found on the school website – www.hazelwick.org/information/key-documents-and-policies/privacy-notice-for-students

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White Pack – all sheets to be returned to Hazelwick

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Family Information Form

To the parents/carers of students joining Hazelwick School

Section 1a: Information about the student

Date of Admission			
Legal Surname/Family Name			
Preferred Surname/Family Name (if different to above)			
Forename			
Middle/Other Names			
Date of Birth		Gender	
Address (This should be your child's main residence or where Child Benefit is received)			

Present School	
Previous School	
Date of leaving Previous School	

Please give Names and Dates of Birth of any full/half/step brothers or sisters currently attending Hazelwick:

	Full Name	Relationship	Registration Group	Date of Birth	Tick if living at same address as student above.
1					
2					
3					

Office use only:

SIMS - initials		Coordinator review	

Section 1b: Parent/Carer/Contact Details

The school will use the information provided here to send messages home to parent/carers (including reports, information about Parents' Evenings and trip information) and also in an emergency (school closures due to extreme weather). It is important to note that all main contact with parents/carers will be via email. You may also give the contact information of up to two additional persons who may be reached, in the event of an emergency, to act on your behalf.

Please tick this box if the following contact information can be used to also update siblings that currently attend Hazelwick and live at the same address (to ensure all contact details are up to date):

1 st Parent/Carer's Name	Title:	Full Name (Please print)	
Relationship to Child			
Address (Please include post code)			
Tel. Nos.	Home:	Mobile:	
Email Address			
2 nd Parent/Carer's Name	Title:	Full Name (Please print)	
Relationship to Child			
Address (Please include post code)			
Tel. Nos	Home:	Mobile:	
Email Address			

Additional contacts

Full Name of 1 st Additional Contact	Title:	Full Name (Please print):
Relationship to Child		
Home Telephone No		
Mobile Telephone No		

Full Name of 2 nd Additional Contact	Title:	Full Name (Please print):
Relationship to Child		
Home Telephone No		
Mobile Telephone No		

Section 1c: Ethnic/Cultural

Ethnic background record form (based on the new national population Census ethnic categories)

Our ethnic background describes how we think of ourselves. This may be based on many things including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.** The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Students aged 16 or over can make this decision for themselves.

Please study the list below and tick one box only to indicate the ethnic background of the student.

<p>White</p> <ul style="list-style-type: none">• British []• Irish []• Traveller of Irish Heritage []• Gypsy/Roma []• Any other white background []

<p>Mixed/Dual Background</p> <ul style="list-style-type: none">• White and Black Caribbean []• White and Black African []• White and Asian []• Any Other Mixed Background []
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<p>Black or Black British</p> <ul style="list-style-type: none">• Caribbean []• African []• Any Other Black Background []

<p>Asian or Asian British</p> <ul style="list-style-type: none">• Indian []• Pakistani []• Bangladeshi []• Any Other Asian Background []
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<p>Chinese</p> <ul style="list-style-type: none">• Chinese []

<p>Any Other Ethnic Group []</p> <ul style="list-style-type: none">• Please specify: _____
--

<p>I do not wish an ethnic background category to be recorded []</p>
--

(Any information you provide will be used solely to compile statistics on the school careers and experiences of students from different ethnic backgrounds, to help ensure that all students have the opportunity to fulfil their potential. These statistics will not allow individual students to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education (DfE) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

Please study the list below and tick one box to indicate the student's first language.

Student's First Language	
• Bengali	[]
• Chinese	[]
• English	[]
• Greek	[]
• Gujerati	[]
• Hindi	[]
• Italian	[]
• Polish	[]
• Portuguese	[]
• Panjabi	[]
• Spanish	[]
• Tamil	[]
• Turkish	[]
• Urdu	[]
• Any other language	[]
<i>Please specify:</i> _____	

Section 1d: Family Information Signature:

Please sign this form in the spaces below using your normal signature to say that the family information is correct and that **any changes to this data will be notified to the school immediately**. Updates can be requested via the INSIGHT Portal (details of INSIGHT will be provided to you later) or by email to the appropriate Head of Year Office.

Full Name of Student (Please print name)	
Full Name of Parent/Carer (Please print name)	
Signature of Parent/Carer	
Date	

Section 1e: Biometric Data and Lunch arrangements

Hazelwick School uses biometric data for cashless payment in the canteen and for some elements of 6th Form registration.

The school follows the guidance from the Department for Education which can be found at <http://www.education.gov.uk/aboutdfe/advice/f00218617/biometric-recognition-systems>

The written consent of at least one parent/carer must be obtained before the data is taken from the child and used. This applies to all students in schools and colleges under the age of 18.

- Please sign below to give consent for your child to provide a finger print image to enable the use of the cashless payment system.

Full Name of Student (Please print name)	
Full Name of Parent/Carer (Please print name)	
Signature of Parent/Carer	
Date	

Do any parents of this child currently work in the armed forces?	Yes	No
If any parents of this child have previously worked in the armed forces, please supply the date of leaving.	Date of leaving:	

Is your child eligible for Free Meals?	Yes	No
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Pupil Premium and Free School Meals

A copy of The Application for Free School Meals (Ref FM1) is included in our Pink Pack. Free school meals entitle a student to £440 of funding for meals from the school canteen over a year. If you think your son/daughter might qualify for free school meals, please fill in the attached form.

The Pupil Premium is additional funding allocated to schools to work with students who have been registered for Free School Meals (FSM) at any point in the last six years (known as 'Ever 6' FSM).

At Hazelwick we aim to secure the highest possible achievement for every student. A wide range of academic and pastoral strategies contribute towards the success of our students across the whole of our school population. Any groups or individuals requiring particular support and intervention are identified and we aim to close all gaps that may appear between, for example, disadvantaged children and others.

Pupil Premium funding is used to support the needs of individuals and groups of children, helping to give them the best chance of achieving their potential.

The school's Biometric System ensures that at the point of purchase no distinction whatsoever is made between students claiming free school meals and others.

Section 2a: Medical - Emergency information

Full Name of Student	
Name of Family Doctor	
Medical Practice & Address	
Medical Practice Telephone No	

Please study the list below and tick to indicate the dietary needs of the student named above.

Dietary Needs	Other/Notes:
• Artificial colouring allergy	[]
• Gluten free	[]
• Kosher foods only	[]
• No dairy produce	[]
• No nuts of any type/quantity	[]
• No pork	[]
• Ramadan	[]
• Seafood allergy	[]
• Vegetarian	[]
• Halal	[]

Please complete the following medical questionnaire.

Please circle YES or NO in each case.

IF THE ANSWER TO ANY OF THE QUESTIONS BELOW IS 'YES', PLEASE GIVE DETAILS OVERLEAF (INCLUDING DOSAGE OF ANY MEDICINES/TABLETS.)

1	Asthma or Bronchitis	Yes	No
2	Heart condition	Yes	No
3	Seizures, fainting or blackouts	Yes	No
4	Severe headaches/migraine	Yes	No
5	Diabetes	Yes	No
6	Allergies – ANY e.g. drugs/medication, material, food, insects etc.	Yes	No
7	Use of an auto-injector (eg 'EpiPen')	Yes	No
8	Serious problems with vision or hearing that require wearing of a hearing aid, glasses or contact lenses	Yes	No
9	Other illness or disability	Yes	No
10	Regular or prolonged medical treatment of any kind from either your family doctor or a hospital	Yes	No
11	Specific advice to follow in the event of a medical emergency	Yes	No
12	Received Tetanus vaccination in the last 10 years	Yes	No

Section 2a

Additional medical information:

Contagious Diseases:

The school should be informed if your child or any close family relative is in contact with any significant contagious disease, such as measles, mumps, chicken pox, rubella (German measles) or any other infectious condition, such as conjunctivitis, impetigo.

Use of Crutches in School

In the unfortunate event of your child having an injury or surgery that requires crutches in school, these must be prescribed by the doctor treating the injury and supplied by the hospital. Please inform the School **before** your child returns, so that the correct procedures can be put in place. The School Medical Team and the student's Head of Year would need to know about the injury and the expected time of recovery so that they can be supported in school appropriately.

Paracetamol, Ibuprofen (students 12 and over), Anti-histamine and E45 Cream

The School First Aider is able to administer one dose of paracetamol, Ibuprofen or Anti-histamine in school if necessary for minor pain or discomfort, e.g. headache, period pain, allergic reaction

- 1 tablet for under 12 years
- 1 - 2 tablets for 12 years and over

The School First Aider is also able to apply E45 cream as necessary.

This avoids the need for students to carry medication on them.

If you do not wish your child to be given these medications, please inform the Medical staff in writing.

If your child has Asthma:

There is a new National Protocol for schools regarding Asthma. Hazelwick School now holds an Emergency Salbutamol inhaler and disposable spacers for the use of student with asthma in an emergency.

We do, however, encourage students to have their own inhaler on them at all times.

If you **do not** want the Medical Team to administer the school inhaler to your child in an emergency, please sign below.

Child's Name (Print) is **NOT** to use the School's Salbutamol Inhaler in an emergency.

Parent/Carer Signature Date

Section 2a

To be completed **only** if your child requires on-going medication during school hours.

Parent/Carer agreement for school to administer medicine

Hazelwick has a policy that staff can administer medicine. However, Hazelwick School will not give your child medicine unless you complete and sign this form.

Full Name of Student	
Year Group/Form	
Name and strength of medicine	
Expiry Date	
How much to give (i.e. dose to be given)	
When to be given	
Number of tablets to be given to the school	
Note: Medicines must be in the original container as dispensed by the pharmacy	
Daytime phone no. of Parent/carers	
Agreed review date to be initiated by Hazelwick School First Aider	
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school administering medicine in accordance with the school's procedure. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped.	
Full Name of Parent/Carer (Please print name)	
Signature of Parent/Carer	
Date	

Section 2b: Medical - Emergency information – Offsite Activities

Offsite Activities include, but are not limited to, school trips, PE events, walks, visits etc:

The correct medical and contact information must be provided prior to a student being allowed, by the school, to participate in any offsite activity. The information given in section 2a will be used for this purpose and it is the parent/carers responsibility to ensure that any updates required are notified to the school immediately. Updates can be requested via the INSIGHT Portal (details of INSIGHT will be provided to you later) or by email to the appropriate Head of Year Office.

In the event of any medical emergency parent/carers will be contacted where possible and urgent medical treatment may be administered where required to ensure the safety and wellbeing of a student. The medical information provided by parents/carers in section 2a may need to be shared with healthcare providers for this purpose.

Section 2c: Medical Information Signature:

Please sign this form below using your normal signature to confirm:

1. All Medical information provided in this form is correct and I will **notify the school of any changes to this data immediately.**
2. I have read the information above and accept the conditions of any offsite activity.

Full Name of Student (Please print name)	
Full Name of Parent/Carer (Please print name)	
Signature of Parent/Carer	
Date	

Section 3: Use of Photographs

Photograph/Film Consent Form

Taking, keeping and publishing photographs and video footage involves processing personal data. The School's Privacy Notice will cover the majority of processing where it is limited to official use, monitoring and for educational purposes. However, to comply with the Data Protection Act and the General Data Protection Regulations, consent will be required where there is additional processing of personal data which is not within the reasonable expectation of those involved, such as taking photographs for use in building passes, or photographs/video for media use other than e.g. of School awards ceremonies. Currently, 99% of parents/carers have given permission for Hazelwick using film/photos in this way.

Name and contact details of the Data Protection Officer:

Mr J Hillier, Assistant Headteacher

dpo@hazelwick.org.uk

Photograph/film will be taken in school or on school related activities by Hazelwick Staff and/or Barry Holder (BarryHolder.co.uk) official Hazelwick Photographer.

By signing this form, you consent to the use of photograph/film for:

(please delete any that you do not agree to)

- Printed and promotional material, e.g. leaflets, prospectus, booklets, posters, newsletter, DVDs;
- School and/or WSCC website/s and social media
- Exhibitions/displays not within school premises;
- The photograph/film may also be used in local newspapers, television reports and on media websites.

Please note photographs may be taken at public events/performances by third parties beyond our control.

Where appropriate, we may add the name of the person featured in the photograph/film. We will not include personal email or postal addresses, telephone or fax numbers on our website or in printed publications.

We will expect to be able to use photographs/films for a minimum of three years to a maximum of ten years from the admission date.

The following organisation/third party will also rely on this consent:

Barry Holder (BarryHolder.co.uk). Official Hazelwick Photographer

Section 3: Agreement

The school owns the copyright of this photograph/film. It will be used solely for the purpose/s mentioned above.

The below named person has agreed for photograph(s)/film(s) and any other reproductions to be used as specified. If the person wishes to withdraw their consent they may do so by letter or email to the Data Protection Officer (DPO) whose contact details are above.

If consent is withdrawn the DPO will acknowledge receipt of the request in writing by letter or email. The school will delete the file from our image bank within one month of receipt of your request and we will not use it in any new material produced from the date of the letter. Material previously issued which includes the photograph/film may, however, remain in circulation, but it will not be included in any further reprints.

Full Name of Student	
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Signature of Student (only if aged 16 or over)

..... **Date**.....

or

Signature of Parent/Carer (if person photographed/filmed is aged 15 or under)

..... **Date**.....

Relationship to Student, eg. Parent/Carer/Other

.....

Section 4 - Hazelwick School – PE Department consent for extra-curricular activities

At Hazelwick school we encourage as many of our students to participate in extra-curricular sports clubs as possible. These provide an opportunity for students to gain social skills, meet other students, build confidence, develop physical fitness and skill level and to have fun. There is also an opportunity for those who excel to represent the school in local fixtures and tournaments.

All of the sports clubs are free to attend and finish at 4:15pm. Selection for one of the competitive teams would alter this finish time. In this instance the teacher responsible for the team will send an information sheet with timings/location/kit requirements home with your son/daughter.

So that we have an up to date record of students who can attend clubs it is necessary to gain parental permission. Please complete the reply slip below if you would like your son/daughter to have the option of attending.

Parent/Carer Consent

I give permission for my son/daughter to attend extra-curricular sports clubs and I confirm that all medical information is up to date. I will ensure that any information updates required are notified to the school immediately. Updates can be requested via the INSIGHT Portal (details of INSIGHT will be provided to you later) or by email to the appropriate Head of Year Office.

Full Name of Student (Please print name)	
Full Name of Parent/Carer (Please print name)	
Signature of Parent/Carer	
Date	

Section 5 - Hazelwick School - IT Resources Acceptable Use Policy Student Guidelines

SCHOOL COPY

Hazelwick School has provided computers for use by students. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Students are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. **Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.**

Equipment

- Do not install, attempt to install, download or store programs of any type including screen savers and custom mice on the computers without permission – e.g. 'flash' games
- Do not damage, disable, or otherwise harm the operation of computers and other IT equipment
- 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 CDs, flash drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect mobile equipment to the network (e.g. laptops, tablets, etc.) without permission until they have been checked with antivirus software
- Do not eat or drink near computer equipment.
- Any IT equipment loaned to you must be returned when requested, and be in the same condition as it was when given to you.

Security, Privacy and Social Media

- 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 and memory sticks will be treated like school lockers i.e. we have the right to access your user area at any time. Files and communications may be reviewed to ensure that users are using the system responsibly.
- Do not access data and resources on the school network system or other systems without permission.
- Do not use the computers to cause corruption or destruction of other users' data, or violate the privacy of other users, or intentionally waste time or resources on the network or elsewhere.

Internet

- Do not access the Internet unless for study or for school related 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.
- Do not use Proxy Anonymisers to bypass website blocking.

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 and will be viewed as bullying.
- 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.

Student and Parent Agreement

Please read the IT Systems Acceptable Use Guidelines for Students document carefully. Only once it has been signed and returned will access to the Internet be permitted. If any student violates these provisions, access to the Internet will be denied and the student will be subject to disciplinary action. Repeat offenders will be removed from the network.

Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

I have read and understand the above and agree to use the Hazelwick School computer facilities within these guidelines.

Student Name _____
(Block letters please)

Student Signature _____

Date _____

I have read and understand the above and agree to the conditions under which my son/daughter obtains access to the Hazelwick School's computer facilities including the Internet, the school Intranet and other computer-based information networks available through the school.

Parent/Carer name _____
(Block letters please)

Parent/Carer Signature _____

Date _____

Services

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

Section 6 Pupil Premium and Free School Meals

We want to make sure that we are providing your child with the best education and support we can. Healthy and nutritious school food has positive health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve students' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than **£7,400**.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than **£16,190**

Registering for free meals could also raise an extra **£935** for your child's secondary school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete this form and return it to West Sussex County Council, Free School Meals, Pupil Support, 2nd Floor, The Grange, County Hall, Chichester, PO19 1RG

There is no need for existing claimants to reapply.

A copy of The Application for Free School Meals (Ref FM1) is included in our Pink Pack. Free school meals entitle a student to £440 of funding for meals from the school canteen over a year. If you think your son/daughter might qualify for FSM please fill in the attached form.

The Pupil Premium is additional funding allocated to schools to work with students who have been registered for Free School Meals (FSM) at any point in the last six years (known as 'Ever 6' FSM).

At Hazelwick we aim to secure the highest possible achievement for every student. A wide range of academic and pastoral strategies contribute towards the success of our students across the whole of our school population. Any groups or individuals requiring particular support and intervention are identified and we aim to close all gaps that may appear between, for example, disadvantaged children and others.

Pupil Premium funding is used to support the needs of individuals and groups of children, helping to give them the best chance of achieving their potential.

The school's Biometric System ensures that at the point of purchase no distinction whatsoever is made between students claiming free school meals and others.



PLEASE COMPLETE THIS APPLICATION IN BLOCK LETTERS

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth	DD MM YYYY	DD MM YYYY
National Insurance Number*		
National Asylum Support Service (NASS) Number*	/ /	/ /
Daytime Telephone Number		
Mobile Number		
Address		
	Postcode:	Postcode:

FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year?
(Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes No Unsure

Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year?
(Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes No Unsure

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals.

Signature of parent/guardian:

Date:.....

Thank you for completing this form and helping to make sure your child's school is as well funded as possible.

Please return to: e-mail fsm@westsussex.gov.uk

Or you can print this form and give it to your child's school or post it to West Sussex County Council, Free School Meals, Pupil Support, 2nd Floor, The Grange, County Hall, Chichester, PO19 1RG

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits and to decide whether pupils are eligible for means tested free school meals. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services. All information used will comply with the Council's Privacy Policy which can be found in more detail on the link below.

<https://www.westsussex.gov.uk/privacy-policy/>

Section 7 - Hazelwick School - IT Resources Acceptable Use Policy Student Guidelines

PARENT COPY

Hazelwick School has provided computers for use by students. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Students are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. **Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.**

Equipment

- Do not install, attempt to install, download or store programs of any type including screen savers and custom mice on the computers without permission – e.g. 'flash' games
- Do not damage, disable, or otherwise harm the operation of computers and other IT equipment
- 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 CDs, flash drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect mobile equipment to the network (e.g. laptops, tablets, etc.) without permission until they have been checked with antivirus software
- Do not eat or drink near computer equipment.
- Any IT equipment loaned to you must be returned when requested, and be in the same condition as it was when given to you.

Security, Privacy and Social Media

- 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 and memory sticks will be treated like school lockers i.e. we have the right to access your user area at any time. Files and communications may be reviewed to ensure that users are using the system responsibly.
- Do not access data and resources on the school network system or other systems without permission.
- Do not use the computers to cause corruption or destruction of other users' data, or violate the privacy of other users, or intentionally waste time or resources on the network or elsewhere.

Internet

- Do not access the Internet unless for study or for school related 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.
- Do not use Proxy Anonymisers to bypass website blocking.

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 and will be viewed as bullying.
- 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.

Student and Parent Agreement

Please read the IT Systems Acceptable Use Guidelines for Students document carefully. Only once it has been signed and returned will access to the Internet be permitted. If any student violates these provisions, access to the Internet will be denied and the student will be subject to disciplinary action. Repeat offenders will be removed from the network.

Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

I have read and understand the above and agree to use the Hazelwick School computer facilities within these guidelines.

Student Name _____
(Block letters please)

Student Signature _____

Date _____

I have read and understand the above and agree to the conditions under which my son/daughter obtains access to the Hazelwick School’s computer facilities including the Internet, the school Intranet and other computer-based information networks available through the school.

Parent/Carer name _____
(Block letters please)

Parent/Carer Signature _____

Date _____

Services

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.