



Nottingham University Academy of Science and Technology

Home NUAST Agreement

Responsible officer: Vice Principal Curriculum & Quality

Date approved: 15/07/2014

Review date:

Availability:

Approved by: NUAST Board of Directors



Home NUAST Agreement

Student name:

1. Purpose

- 1.1 Our aim at NUAST is to help students achieve their personal best. To be successful in this we believe that it is vital to work closely with parents/carers. We hope that this agreement will further enhance our partnership by developing common expectations and goals.

2. NUAST's Agreement

- 2.1 As NUAST staff we agree to:
- 2.2 Treat students fairly, care for them and promote their happiness in NUAST.
- 2.3 Ensure that they are well taught and achieve their best in all aspects of NUAST life.
- 2.4 Help them to develop a sense of responsibility and to be considerate of others.
- 2.5 Provide a full range of subjects and a variety of extra-curricular activities.
- 2.6 Provide appropriate academic guidance to enable all students to fulfil their potential and to make informed choices about each stage of their learning.
- 2.7 Keep parents/carers well informed about academic progress, achievements, sanctions and general NUAST matters.
- 2.8 Notify parents/carers if a child is absent without permission.

Signed.....
Principal
NUAST



3. The Parent or Carer's Agreement

As the parent(s)/carer(s) of (student)
I/we agree to:

- 3.1 Ensure that my child comes to NUAST regularly, on time, dressed appropriately, with all the equipment that is needed and to notify NUAST on the first day of any absence.
- 3.2 Notify NUAST know about any problems which might affect my child's work or behaviour.
- 3.3 Inform NUAST of any medical conditions which may need specific consideration, particularly in an emergency (by completing the attached medical form).
- 3.4 Support with work at home and provide a suitable place for my child to study.
- 3.5 Attend parents' consultation evenings and discussions about my child's progress whenever possible.
- 3.6 Support NUAST policies, rules and the Codes of Conduct on behaviour and use of the ICT network and equipment.
- 3.7 Avoid taking holidays during term time.

Please tick

- I/We allow photographs/video of our child to be used to celebrate success through publication in newsletters, on NUAST's website and, occasionally, in the public media.**
- I/We understand that when images are published, NUAST will ensure that the young people cannot be identified by their names, without my/our permission.**

Signed

Parent/Carer Name

Signed

Parent/Carer Name



4. The Student's Agreement

I..... (insert your name) agree to:

- 4.1 Come to NUAST on time each day and be punctual to all my commitments.
- 4.2 Bring everything I need every day and look after these properly.
- 4.3 Wear the appropriate business dress and be tidy.
- 4.4 Work hard and do all my work and any extended learning as well as I can.
- 4.5 Respect NUAST's Code of Conduct on behaviour, and be polite and considerate to others at all times.
- 4.6 Sign and follow the Code of Conduct for use of the ICT network and equipment.
- 4.7 Help look after NUAST's facilities and keep it free of litter.

Signed

Student's Name

Code of Conduct - Behaviour

1 I will speak politely to everyone - fellow students and all adults

This means:

- I will not use bad language.
- I will treat others with courtesy and consideration at all times.

2 I will move quietly and sensibly around the NUASt building and facilities.

This means:

- Not running or shouting, but being ready to help by opening doors and standing back to allow others to pass.
- Keeping to the left in corridors and on stairs.
- At lunchtime, keeping safe by remaining in the supervised areas.

3 In class I will make it as easy as possible for everyone to learn and for the teacher to teach.

This means:

- Arriving on time with everything I need for that lesson, including all the essential equipment.
- Beginning and ending my lessons in an orderly way, listening carefully, co-operating with the team and working to the best of my ability,
- Handing in my all my work to the correct deadline.

4 I will keep NUASt clean and tidy so that it is a welcoming place we can all be proud of.

This means:

- Putting all my litter in bins.
- Keeping walls and furniture clean and unmarked.
- Taking care of wall displays, particularly other people's work.
- Not chewing gum anywhere on site and only eating my food in permitted areas.

5 I will respect the work and property of others.

This means:

- I have the right to expect others to do the same for me.

6 I will wear the correct business dress.

This means:

- Dressing appropriately for work in NUASt or on employer premises.

7 I will uphold the good reputation of NUASt.

This means:

- It is important that I continue to behave in a considerate manner outside of NUASt on employer premises and on public transport.

E-Safety Code of Conduct Use of the ICT Network

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

1 My own personal safety is important.

- I understand that NUAST will monitor my use of the ICT systems and email.
- I will treat my username and password as highly confidential – I will not share it, nor will I try to use any other person's username and password.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I will not publicise, access or download inappropriate imagery that may cause embarrassment, humiliation or harm to myself or others

2 I will act as I expect others to act toward me.

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I will not send, or forward to others, any information which I know to be offensive.
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will not use 'chat rooms' or social media sites, a mobile phone or other device for non-educational purposes during lesson times except in an emergency.

3 I have responsibilities when using the internet for research.

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to save copies (including music and videos) to the NUAST network.
- When I am using the internet to find information, I should take care to check that the information I access is accurate, because I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

4 I am responsible for my actions, both in and out of NUAST:

- I understand that if I fail to comply with this Code of Conduct for use of the ICT network, I will be subject to disciplinary action. This may include loss of access to the NUAST network / internet, detentions, exclusions, contact with parents and, in the event of illegal activities, the involvement of the police.
- I understand that the NUAST also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am away from NUAST premises and where they involve my membership of the Academy and local community. Examples would be cyber-

bullying, use of images or personal information, damage to ICT equipment, use of the network for commercial purposes or gambling or political purposes.



**E-Safety Code of Conduct
Use of the ICT Network**

Please complete the sections below to show that you have read, understood and agree to the rules included in the Code of Conduct for use of the ICT network. If you do not sign and return this agreement, access will not be granted to NUAST ICT systems.

1. I will take care of all equipment issued to me and will comply with all conditions associated with the issue of a personal electronic device (laptop) and will return at the end of my studies with NUAST or when requested.
2. I have read and understand the above and agree to follow these guidelines when:
 - I use the NUAST ICT systems and equipment (both in and out of NUAST).
 - I use my own equipment in the Academy (when permitted) e.g. mobile phones, PDAs or cameras.
 - I use my own equipment out of NUAST in a way that is related to me being a member of NUAST e.g. communicating with other members of NUAST, accessing NUAST email, VLE, website etc.

Signed

Student's Name

Tutor Group

Date