

Academic Honesty Policy for IBDP and IBCP

Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. Impington International College students and their parents must sign a copy of this document at the beginning of Year 12. The policy fully upholds the policies and principles found within the IBO Diploma programme Academic Honesty Policy. The IBO states:

“It is our job to help students develop into ethical individuals who would not consider cheating. Of course, it is also our job to catch those students who, despite our efforts, choose to make unwise decisions.”

At Impington International College we will work on ensuring ethical student behaviours. Cheating undermines the integrity of the perpetrator as well as that of the school, the course and the programme. The following behaviours are not considered to be collaboration and are deemed to be cheating

1. The wilful giving or receiving of an unauthorized, dishonest, or unscrupulous advantage in academic work over other students or affecting the performance of other students e.g. taking unauthorized material in to the examination room, falsifying a CAS record
2. The above may be accomplished by any means whatsoever, including, but not limited to, the following: fraud, duress, deception, theft, talking, signs, gestures, copying from another student, unauthorized collaboration, and the unauthorized use of study aids, memoranda, books, electronic programs, data, or other information
3. Duplication of work e.g. the presentation of the same work for different assessment components or diploma requirements
4. Fabrication of data
5. Attempted cheating

Plagiarism is also considered a form of cheating and includes:

1. Presenting as one’s own words and work, the work, words, ideas, or the opinions of someone else without proper acknowledgement
2. Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment this includes instances where a student has translated the passage from a source in to another language
3. If two or more candidates have exactly the same introduction to an assignment, the final award committee will interpret this as collusion (or plagiarism), and not collaboration *3

The following will be considered as lying:

1. The wilful and knowledgeable telling of an untruth, as well as any form of deceit, attempted deceit, or fraud in an oral or written statement. This includes but is not limited to: lying to administration and/or teachers, falsifying any document(s) of letters by mutilation, addition or deletion
2. If a student cheats, plagiarizes and/or lies, s/he may receive zero for the entire assignment and alteration of the assignment to meet the criteria of the assessment will be at the teacher’s discretion. The Head of the Sixth Form in consultation with the Principal of the College may assign additional penalties based on the severity of the offense **up to and including expulsion from the IB programme**

Student responsibilities:

1. Students should request a clarification of the teacher’s expectations for each assignment if none are given
2. Students should request a clarification of any component of the above ‘code of ethical behaviour’ they do not understand
3. Students should follow through with ethical academic behaviour and expect others around them to also follow a policy of integrity and honour
4. To review these expectations with their parents/guardians and after doing so sign where indicated below (As well as parents’/guardians’ signature)

I hereby agree to follow the rules set out above and those relating to public and internal examinations.

Signed.....

Student Print name.....

Parent/guardian Signature.....

Dear Sixth Former

Re: Cashless catering – September 2018

The College has a cashless catering system which enables students to pay for meals without bringing in cash. To enjoy the benefits of this you will be enrolled into the “Vericool” system at the start of the new term. This system works by taking a digital signature which captures 120 data points from each middle finger on both hands. At no time do we capture a fingerprint. This creates an account for you which you can then load with money available to spend at the tills.

I give my consent to be registered with the cashless catering system (Vericool) in order to use the canteen and 6th form café to purchase food and drink (tick as appropriate)

YES.....

NO.....

Under the General Data Protection Regulation (2016) you can withdraw this Vericool registration consent at any time by contacting sixthform@jvc.tmet.org.uk

- Parentpay is the most convenient on line method of payment, simply visit www.parentpay.co.uk and follow the on-screen instructions. You will be issued with a username and password for this service. If you do not receive one please contact the Finance Office.
- Cheques made payable to “Caterlink” and handed in to the canteen.
- Paypoint cards are available for those who do not have bank accounts. Please contact the Finance Office if you require one of the cards.
- For students who are unable to use any of the above, there will be a note and coin loader in the sixth form common room which will enable you to load your cash onto your account.

Only in exceptional circumstances will a student be able to pay at the till with cash and in any circumstances only for one day. The benefit to the students is a much faster service with less queuing time for them and more free time to enjoy their break.

Should you have any queries please feel free to contact the Finance Office at the College.

Yours sincerely

Cathy Ison

Finance Manager

cison@jvc.tmet.org.uk

Contact Details

It is very important for us to be able to have direct contact with you both by e-mail and telephone.

Student Details:	
Full Name:	
Date of Birth:	
Mobile Number:	
e-mail address:	
Home Address:	
Home Telephone:	
Medical Conditions or allergies:	
Specific Needs or Learning Difficulties:	
UK Doctor's Name & Address:	
Mother's Details:	
Full Name:	
Mobile Number:	
e-mail address:	
Home Address: <i>(If same as above then leave blank)</i>	
Home Telephone:	
Father's Details:	
Full Name:	
Mobile Number:	
e-mail address:	
Home Address: <i>(If same as above then leave blank)</i>	
Home Telephone:	
Host Family Details:	
Full Name:	
Mobile Number:	
e-mail address:	
Home Address:	
Home Telephone:	
Signatures:	
I hereby agree to College staff contacting me via these forms of communication regarding important College matters	Student: Mother: Father: Host Family:

Sixth Form Code of Conduct for the use of ICT

The computer system is owned by the College, and may be used by students to further their education and promote and enhance their learning opportunities. We provide the computers and the “Bauhaus” open wireless network for students to support College work. As all students rely on the computing facilities of the College, we have a strict code of use to ensure the computers work when they are needed. These rules have been drawn up to:

- ensure the maximum availability of College computers
- ensure hardware and software perform reliably
- avoid unnecessary support work to the computers or network
- ensure that any legal requirements are met

Code of Use:

- No eating or drinking whilst in any computing facilities
- Do not enter or use a computer room without a member of staff
- Do not store copyright or illegal media in your user space, E.g. music and films
- Password protected files will be removed as they prevent virus scanning
- Take great care when using computing facilities and classrooms as you will be charged for any damage
- If you see any damage to equipment report it to a teacher or technician before you use it
- Do not move, remove or tamper with any computer equipment
- Use of the web and internet is a privilege and must be used responsibly for college work only
- Use only computers that you have logged on to, and ensure your account details are kept private
- Do not give your password to anyone, and report to ICT Systems an Support any instances where you believe your password is known to others
- Leave the computer as you would expect to find it, including pushing in your chair and logging off at the end of a session
- The computers and Internet connection may not be used for the creation or forwarding of any offensive, racist, pornographic obscene or indecent images, data or other material
- Students must not send e-mails without checking with a member of staff. The content of e-mails should maintain a professional level of language. Users are responsible for all e-mail sent and contacts made that may result in e-mail being received
- Do not use the computers or Internet for the creation of material that may be designed or likely to cause annoyance, inconvenience or needless anxiety
- Do not use the computers for personal gain, gambling, political purposes or advertising
- Do not play, store or distribute games
- Do not install software on the College computers
- Access to accounts will only be granted by the Network Administrator

Information about College email

The College provides you with a free email account from Google. You can log in to your account at mail.impington.org.uk from any internet connected device, including phones etc. Your username is the same as your college windows username, and your password will be the same also. Your email address is your username @impington.org.uk and links to the website can be found in your internet favourites, your start menu, and from the Moodle home page.

Email is provided to you to support your learning at the College and will be the primary email used by teachers and administration staff. If you are to email teachers, the College provided account is the one that should be used to ensure any messages are not filtered by email handling services.

Your email account includes with it up to 15GB of storage on the Google Drive system, and can be used to transport College work files in and out of College.

All students must remember that any email sent will be received by a person, and as such any misuse of email will lead to a suspension of your account.

Guide to using Moodle

The College uses a Virtual Learning Environment called “The Moodle” to share a wide variety of resources and activities with you as you progress with your studies. The Moodle will be your first port of call for presentations used by your teachers in your lessons and other resources to enable you learning. You can use the Moodle to find your timetable, also to access the College provided user space, and worksheets on a shared drive from outside the College. Your parents will have access to the Moodle to see your work, attendance marks, and school reports.

Logging on

The Moodle can be found by pointing a web browser at moodle.impington.cambs.sch.uk on either a computer or mobile device. When using our computers we will automatically log you on using your College username and current password, but you will need to provide them yourself if you use your own device. Mobile devices have a special layout theme on offer which you can choose to use if you wish, the option is at the bottom of each Moodle page, but you will only see this option if you use your phone or tablet. Any questions regarding access to Moodle, or information provided by it, not pertaining to contents or management of courses should be emailed to moodlehelp@impington.cambs.sch.uk either by students or parents.

How to get help with any problems

The ICT Systems and Support team are located in the George Edwards building in offices next to the main playground. The office is open from 8am until 4pm for assistance with all technical enquiries, including but not limited to: password problems, faulty computers or hardware, reports of computer misuse or bullying, and general assistance.

E-Safety – be SMART

The internet provides lots of opportunities for learning and creating your own content. To help you get the most out of the internet, check out a few of these websites to make sure you know how to stay safe online. www.saferinternet.org.uk www.google.com/+safety www.facebook.com/safety

College Rights

The College reserves the right to examine and delete any files held on its computer system and to monitor the activities of computer users whilst using College computers, network or Internet connection.

The College reserves the right to suspend the computer access of any user who misuses the system in any way.

Name of Student.....

I understand and agree to follow the above rules and guidelines.

SignedDate.....

Impington International College: Student Learning Agreement

The Student Learning Agreement is intended to give you a clear understanding of what you can expect from Impington International College and what will be expected of you in return. Under this agreement Impington International College will endeavour to provide the following:

- A programme of courses that is matched to your interests and aspirations
- A friendly, caring and supportive environment
- An academic mentor (tutor) who monitors your progress, and provides guidance and assistance in setting targets for improvements
- The acknowledgement and recording of personal achievement through the Progress Reporting System
- Support in developing good study skills and coping with stress
- An enrichment programme of Creativity, Activity and Service (CAS) activities and one-day Conferences to extend your personal and academic achievements
- A careers programme suited to your needs with access to expert careers advice
- A formal opportunity each year for your parents/guardians to come to College to discuss your progress
- Regular progress reports each year and other interim assessments as appropriate

Under this agreement you will be expected to fulfil the following:

- Be determined to make the most of your time in the Sixth Form
- Accept responsibility for your own learning with the support of your subject teachers and academic mentor
- Complete all work to your best standard by the required deadline
- Use your private study time in and out of College effectively
- Attend all sessions punctually. As a full time student you will normally be expected to be in College from 8:00am to 4:35pm when you have lessons and to attend tutor sessions, assemblies and individual meetings as arranged by your tutor
- Attend all Conference days and Creativity, Activity and Service (CAS) activities
- Discuss with your tutor in advance if you need to be absent for a good reason. Use the signing in/out system
- Respect the individual rights of all members of the College and community
- Respect the zero tolerance policy on illegal drugs, alcohol and no smoking rule
- Contribute to the life of Impington International College

Name (printed):(Student)

Signed:(Student)

Date:

Please share this agreement with your parents/guardians.

Signed: (Parent/Guardian) Date:

Locker Rental Form

The College has a small number of lockers in the Sixth Form available for hire for the duration of your stay at the College.

The cost of renting a locker is £15.00. Lockers are rented for two years on a non-refundable basis. Included in the cost is a £5 deposit which will be returned when you leave College. A condition of this refund is that the key is returned and the locker is left in a satisfactory condition. Please note that the College makes a £5.00 charge to replace a lost key.

Student's Name:	Address:
I wish to hire a locker at the cost of £15.00.	
Locker Number:	Key signed for:

Please bring this form, together with your payment, on your first day at College.

Photography Consent Form

Impington International College would like to take your photograph for promotional purposes. These images may be sent out to the media with a press release, used for our publications or on our website (including publications and the website of the Morris Education Trust).

Person(s) in photograph

I agree to allow Impington International College to take photographs of me and grant permission for these to be used by Impington International College to promote the sixth form in publications, press articles, promotional material and websites (including publications and the website of the Morris Education Trust). (Please tick as appropriate)

YES

NO

Name (please print).....

Signed: Date:

I also agree to my name being published in any associated publicity if required (Please tick as appropriate)

YES

NO

We will not use the images taken, or any other information you provide, for any other purpose.

Under the General Data Protection Regulation (2016) you can withdraw this photographic consent at any time by contacting sixthform@ivc.tmet.org.uk

Permission of parent/guardian if person photographed is less than 18 years of age

I agree to allow Impington International College to take photographs of the child(ren) in my charge and grant permission for these to be used by Impington International College in publications, press articles, promotional material and websites (including publications and the website of the Morris Education Trust). (Please tick as appropriate)

YES

NO

Name of child (please print)..... Age.....

Parent/Guardian name (please print).....

Signed: Date:

I also agree to the child’s name being published in any associated publicity if required (Please delete as appropriate)

YES

NO

We will not use the images taken, or any other information you provide, for any other purpose. Under the General Data Protection Regulation (2016) you can withdraw this photographic consent at any time by contacting sixthform@ivc.tmet.org.uk

Trip Consent Form

Impington International College would like to be able to take students out of college on educational trips throughout their time at Impington.

Permission to take students out of college

I agree to allow Impington International College to take my son/daughter out of college for educational trips throughout their time at Impington.

Name (please print).....

Signed:

Date:

Does your son/daughter have any medical conditions the school needs to be aware of:

Yes No

If Yes, please outline these conditions below:

.....
.....

Permission of parent/guardian

Name of child (please print).....

DOB.....

Parent/Guardian name (please print).....

Signed:

Date:

Privacy Notice (How we use pupil information)

The Morris Education Trust is classed as a 'Data Controller' under the Data Protection Act (1998) and the General Data Protection Regulation 2016 (GDPR). The Trust is registered with the Information Commissioner's Office and follows the principles of the GDPR. This privacy notice covers all schools within the Trust.

We take your privacy seriously and this notice outlines what sort of personal data we collect, why we do this, how long we store it and who we share it with. Access to personal data is only available to those who need it for a specific purpose.

1. The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, address, family details and contact information)
- Characteristics (such as ethnicity, language, gender, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Exam/Assessment information
- Relevant medical information
- Special Educational Needs information
- Behavioural/Exclusions information
- Post 16 Learning information
- Information to enable educational trips (such as passport details where appropriate)
- Images of pupils through photographs
- Images of pupils through CCTV at various locations around the site
- Personal information about a pupil's parents and/or relatives (such as name, contact details, relationship to child)
- Biometric data points of a fingerprint

2. Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care/safeguarding of students
- to assess the quality of our services
- to comply with the law regarding data sharing
- to enable the use of parent payment systems
- to enable the use of some of our finance and education systems
- to share data for statutory inspections and audit purposes
- for detection/prevention of crime (CCTV footage)
- to improve the teaching and learning process at school.

3. The lawful basis on which we use this information

We collect and use pupil information under:

- Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Data Protection Act (1998) (until 25 May 2018)
- General Data Protection Regulation (from 25 May 2018)
 - Article 6(1)(a) – consent
 - Article 6(1)(c) – legal obligation
 - Article 6(1)(e) - public task
 - Article 9(2)(a) – explicit consent
 - Article 9(2)(g) – substantial public interest

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

4. Collecting Pupil Information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

5. Storing pupil data

Personal data will be kept secure whilst it is being stored, used and when it is being shared with others. We hold pupil data until the pupil reaches the age of 25 or until they leave the school and their records are transferred. After this time the paper records are securely shredded and the electronic files are deleted.

CCTV footage is overwritten on a rolling approximately 7 week schedule unless exported for evidential purposes in line with our ICO registered purposes (detection and prevention of crime).

6. Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil attends after leaving us
- our local authority (Cambridgeshire County Council)
<https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/>
- the Department for Education (DfE)
- Morris Education Trust
- Members of staff
- Exam Boards

We share specific pupil information, as necessary, with:

- School Nurse
- Governors/trustees
- Support professional such as counsellors
- Travel companies for school trips
- Companies including SISRA, GL Assessment and PIXL for assessment data comparisons
- Suppliers including those for photography services, cashless catering systems and parent finance

7. Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. We also share information with the Morris Education Trust to monitor and support pupil progress.

8. Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

9. Youth support services

9.1 Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

9.2 Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website, <https://www.cambridgeshire.gov.uk/>.

10. The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

11. Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer at the Morris Education Trust, by email DPO@tmet.org.uk or by phone 01223 200409 or write to Data Protection Officer, Morris Education Trust, 24 New Road, Impington, Cambridge, CB24 9LX

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

12. Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer at the Morris Education Trust by email DPO@tmet.org.uk or by phone 01223 200409 or write to Data Protection Officer, Morris Education Trust, 24 New Road, Impington, Cambridge, CB24 9LX