

# Parent / Carer ICT Acceptable Use Agreement



Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

## **This Acceptable Use Policy is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

## **Permission Form**

Parent / Carers Name:.....

Student Name: .....

As the parent / carer of the above student, I give permission for my child to have access to the internet and to ICT systems at school. I know that my child has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies. I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed:.....

Date: .....

**Use of Digital / Video Images**

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner’s Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone’s privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students in the digital / video images.

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents / carers to agree.

**Digital / Video Images Permission Form**

Parent / Carers Name:.....

Student Name: .....

As the parent / carer of the above student, I agree to the school taking and using digital /video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Yes / No
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I agree that if I take digital or video images at, or of, – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Yes / No
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Signed:.....

Date: .....

**Use of Cloud Systems Permission Form**

The school uses Microsoft Office 365 for Education and Google for Education for students and staff. This permission form describes the tools and student responsibilities for using these services. The following services are available to each student and hosted by Microsoft/Google as part of the school’s online presence:

**eMail** - an individual email account for school use managed by the school

**Calendar** - an individual calendar providing the ability to organise schedules, daily activities, and assignments

**Documents** – Word, Excel, PowerPoint, Sway, One Note and One Drive and Google Office Suite.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and members of staff. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

The school believes that use of the tools significantly adds to your child’s educational experience.

As part of the School Policy we are required to seek your permission for your child to have a Google/Office 365 account:

Parent / Carers Name:.....

Student Name: .....

As the parent / carer of the above student, I agree to my child using Microsoft/Google

Yes / No
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Signed:.....

Date: .....

**Use of Biometric Systems**

The school uses biometric systems for the recognition of individual children for purchasing food and drink in the school Canteen. Biometric technologies have certain advantages over other automatic identification systems as pupils do not need to remember to bring anything with them (to the Canteen) so nothing can be lost, such as a swipe card.

The school has carried out a privacy impact assessment and is confident that the use of such technologies is effective and justified in a school context. No complete images of fingerprints are stored and the original image cannot be reconstructed from the data. That is, it is not possible for example, to recreate a pupil's fingerprint or even the image of a fingerprint from what is in effect a string of numbers.

Parents / Carers are asked for permission for these biometric technologies to be used by their child.

Parent / Carers Name:.....

Student Name: .....

As the parent / carer of the above student, I agree to the school using biometric recognition systems, as described above. I understand that the images cannot be used to create a whole fingerprint of my daughter and that these images will not be shared with anyone outside the school.

Yes / No
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Signed:.....

Date: .....