Acceptable Use Policy Agreement
for Parents/Carers

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 communications technologies for educational, personal and recreational use.
- that school / academy 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 pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil 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.

Acceptable Use Permission Form

Acceptable Use Permission Form	
Pupil Name	
Parent / Carer Name	
Signature	
Date	

As the parent/carer of the above pupil, I give permission for my child to have access to the internet and to ICT systems at school.

KS1 pupils

I understand that the school has discussed the Acceptable Use Agreement with my child and that they have 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.

KS2 pupils

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.

All

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that pupils will be safe when they use the internet and 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 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.

As the school is collecting personal data by issuing this form, please see GDPR information as to:

This form (electronic or printed)
Who will have access to this form.
Where this form will be stored.
How long this form will be stored for.

Use of Digital / Video Images

The use of digital/video images plays an important part in learning activities. Pupils 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. Where an image is publicly shared by any means, only your child's first name will be used.

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 in 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 pupils 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.

As the school is collecting personal data by issuing this form, please see GDPR information as to:

This form (electronic or printed)	The images
Who will have access to this form.	Where the images may be published. Such as; Twitter, Facebook, the school / academy website, local press, etc. (see relevant section of form below)
Where this form will be stored.	Who will have access to the images.
How long this form will be stored for.	Where the images will be stored.
How this form will be destroyed.	How long the images will be stored for.
	How the images will be destroyed.
	How a request for deletion of the images can be made.

Digital / Video Images Permission Form

Digital / Video Images Permission Form			
Pupil Name			
Parent / Carer Name			
As the parent / carer of the above pupil, I agree to the school taking digital / video images of my child / children.		Yes	No
I agree to these images being used:			
To support learning activities.			
in publicity that reasonably celebrates success and promotes the work of the school			
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.			
Signature			
Date			

Use of Cloud Systems Permission Form

The school uses 2Simple (Purple Mash), Earwig, Tapestry, Class Dojo for pupils and staff. This permission form describes the tools and pupil responsibilities for using these services.

The following services are available to each pupil as part of the school's online presence in 2 Simple (Purple Mash) and Class Dojo. Whilst Earwig and Tapestry are solely used by teachers and parents.

Using 2Simple (Purple Mash) will enable your child to collaboratively create, edit and share files for school related projects and communicate via email with other pupils and members of staff. With this they have their own individual login.

Using Class Dojo will enable your child and their teachers to share photographs and videos of their learning with you. Other parents in your child's class may have access to some of this data if it is shared on the class page.

Earwig and Tapestry allow teachers to upload assessment evidence for all areas of the curriculum. This can then be shared with parents as a photograph or video. Children do not have access to these services.

These services are entirely online and available 24/7 from any internet-connected computer.

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

As the school is collecting personal data and sharing this with a third party, please see GDPR for the relevant provider information as to:

This form (electronic or printed)	The data shared with the service provider
Who will have access to this form.	What data will be shared
Where this form will be stored.	Who the data will be shared with
How long this form will be stored for.	Who will have access to the data.
How this form will be destroyed.	Where the data will be stored.
	How long the data will be stored for.
	How the data will be destroyed.
	How a request for deletion of the data can be made.

Cloud Systems Permission Form			
Pupil Name			
Parent / Carer Name			
Do you consent to your child to having access to this service?	Yes		No
Signature			

Date	