**Use of ICT Parent / Carer Permission Form**

Parent / Carers Name:

Student / Pupil Name:

As the parent / carer of the above *students / pupils*, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

Either: (KS2 and above)

*I know that my son / daughter 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.*

Or: (KS1)

*I understand that the school has discussed the Acceptable Use Agreement with my son / daughter 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.*

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 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 son’s / daughter’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.

Signed:

Date:

**Use of Cloud Systems Permission Form**

*Office 365 for Education services – requires a school to obtain ‘verifiable parental consent’ for their children to be able to use these services.*

The school uses Office 365 for Education for *pupils / students* and staff. This permission form describes the tools and pupil / student responsibilities for using these services.

The following services are available to each *pupil / student* and hosted by Microsoft as part of the school’s online presence in Office 365:

**Mail** - an individual email account for academy use managed by the academy

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

**Docs** – The Microsoft Office suite of on-line office productivity tools including Word, Excel, Powerpoint, OneNote (inc for classroom) and Teams

Using these tools, *pupils / students* collaboratively create, edit and share files for school related projects and communicate via email with 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 academy learning experiences, and working in small groups on presentations to share with others.

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

As part of the Microsoft terms and conditions, we are required to seek your permission for your child to have an Office 365 for Education account:

Parent / Carers Name:

Student / Pupil Name:

|  |  |
| --- | --- |
| As the parent / carer of the above student / pupil, I agree to my child using the school using Office 365 for Education. | Yes / No |

Signed:

Date: