

Parent / Carer Acceptable Use Agreement Template

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 *students / pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users. A copy of the *Student / 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.

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.

(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.

(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.

As the school is collecting personal data by issuing this form, it should inform parents / carers as to:

This form (electronic or printed) This is a printed form
Who will have access to this form. Office manager, Class teacher, TA and
Where this form will be stored. Securely in the school office safe
How long this form will be stored for. One year
How this form will be destroyed. Shredded

Signed:

Date:

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. *Students / 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 publically shared by any means, only your child's first name will if at all 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 *students / 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, it should inform parents / carers as to:

This form (electronic or printed)	The images
Who will have access to this form. Headteacher, class teacher.	Where the images may be published. Such as; Twitter, Facebook, the school / academy website, local press, etc.
Where this form will be stored. School Office safe	Who will have access to the images. Public
How long this form will be stored for. One year	Where Twitter, Facebook, the school / academy website, local press, etc. the images will be stored
How this form will be destroyed. Shredded	How long the images will be stored for. Images will be deleted after one year.
	How the images will be destroyed. Images will be deleted

	A request for deletion of images can be made by emailing the school office.
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Digital / Video Images Permission Form

Parent / Carers Name:Student / Pupil Name:.....

As the parent / carer of the above student / 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. Yes / No

• in publicity that reasonably celebrates success and promotes the work of the school. Yes / No

Insert statements here that explicitly detail where images are published by the school / academy Yes / No

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

Signed:

Date: