

Royles Brook Primary School

Parent/Carer Acceptable Use Agreement

Parent/Carer 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 communications 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 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 agreement is available on our website, so that parents/carers can 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. (Due to Covid-19 restrictions, agreements will be collected electronically).

Permission Form

Parent/Carers Name:

Student/Pupil Name:

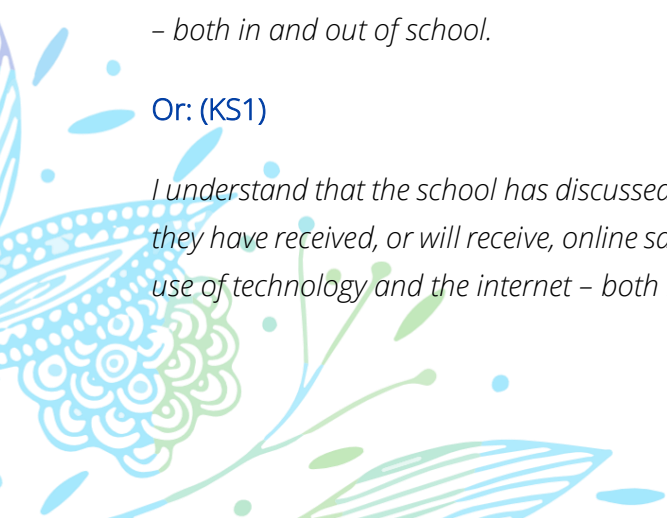
As the parent/carers of the above pupils, I give permission for my son/daughter to have access to the internet and to ICT systems at school.

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 agreement.

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:

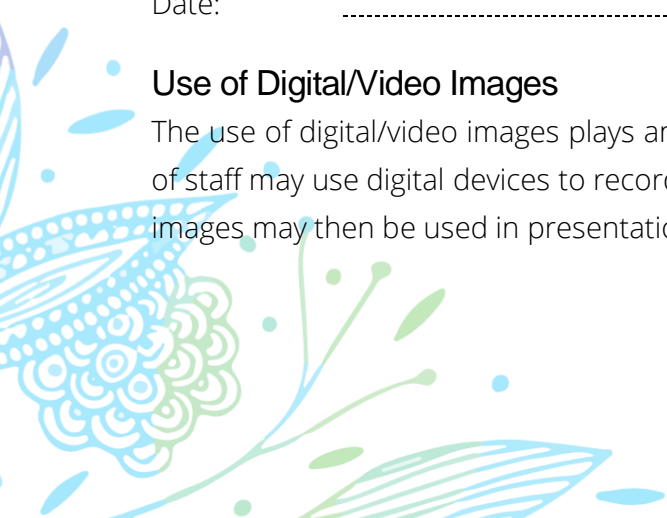
This form will be held as an electronic version only.
This form will be accessed by school admin staff, class teachers, teaching assistants and the senior leadership team.
Electronic versions of this form will be stored securely within the school's administration server.
The form will be stored for the duration of the child attending Royles Brook Primary School + 1 year.
At the end of the retention period, this form will be destroyed through systematic deletion from the server.

Signed:

Date:

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 devices 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, Google Classroom and occasionally in the public media. Where an image is publicly shared by any means, only your child's first name and the initial of their surname will be used. We will also ensure that when images are published that the young people cannot be identified by the use of their full 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 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:

<p>This form will be held as an electronic version only.</p>	<p>Photos or videos may be taken during productions, assemblies or within class teaching/lessons.</p> <p>The images may be published within Google Classroom, School website, within school or within publishing material, such as school brochure</p> <p>Images accessed by school community in Google Classrooms, general public on school website and school brochure.</p>
<p>This form will be accessed by school admin staff, class teachers, teaching assistants and the senior leadership team.</p>	<p>The images may be accessed by school admin staff, class teachers, teaching assistants and the senior leadership team.</p>
<p>Electronic versions of this form will be stored securely within the school's administration server.</p>	<p>Images will be stored securely within the school's administration server.</p> <p>Images may be displayed in and around the school setting.</p>
<p>The form will be stored for the duration of the child attending Royles Brook Primary School + 1 year.</p>	<p>The images will be stored electronically for the duration of the child attending Royles Brook Primary School + 1 year.</p>

At the end of the retention period, this form will be destroyed through systematic deletion from the server.	At the end of the retention period, images will be destroyed through systematic deletion from the server. Hard copies of images will be destroyed by secure disposal at the end of the child's school life attendance (or held for +1 year if required for data purposes).
	A request for deletion of the images can be made in writing to the Headteacher

Digital/Video Images Permission Form

Parent/Carers Name:.....Pupil 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:	
<ul style="list-style-type: none"> to support learning activities in the classrooms and in shared areas around school 	Yes/No
<p>In publicity that reasonably celebrates success and promotes the work of the school as follows:</p> <ul style="list-style-type: none"> Newsletters Google Classroom Website Promotional materials e.g. school prospectus Local newspapers 	Yes/No Yes/No Yes/No Yes/No 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:



