



Chenderit School

A VISUAL ARTS COLLEGE

Headteacher: Jane Cartwright BA (Hons), MA, NPQH



Parent/Carer ICT Consent Form

The purpose of this form is to obtain permission and agreement from parents/carers relating to the use of school or school related ICT systems and digital technologies by their children.

The form covers the following areas:

- Student ICT Acceptable Use Policy
- Using images of students
- Biometric information and how it will be used
- Use of Google GSuite and Office 365

Student ICT Acceptable Use Policy

The Student ICT Acceptable Use Policy agreement is intended to ensure that:

- young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk and will have good access to digital technologies to enhance their learning and they will, in return, be expected to agree to be responsible users.

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 hereby 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 name.

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 To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on websites especially social networking sites, nor should parents/carers comment on any activities involving other students/students in the digital/video images.

Use of Biometric Systems

The school uses biometric systems for the recognition of individual children for the school's cashless catering system.

Biometric technologies have certain advantages over other automatic identification systems as students 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 is confident that the use of such technologies is effective and justified in a school context.

No complete images of fingerprints/palms are stored and the original image cannot be reconstructed from the data. That is, it is not possible for example, to recreate a student's fingerprint or even the image of a fingerprint from what is in effect a string of numbers.

Use of Cloud Systems Permission Form

The school uses Google GSuite for Education and Microsoft Office 365 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 Google and Microsoft as part of the school's online presence:

- **Mail** - an individual email account for school use managed by the school. Students will only be able to email internally within the school and also to certain school approved web resources such as career development and numeracy/literacy websites etc.
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Apps** - a word processing, spreadsheet, drawing, and presentation toolset
- **Sites** - an individual and collaborative website creation tool

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.

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

As part of the Google and Microsoft terms and conditions we are required to seek your permission for your child to have a Google Gsuite for Education and an Office 365 for Education account.

Please complete the form on the following page

Parent/Carer ICT Consent Form

This section is to be completed, signed and returned to Mrs J Jackman.

Parent/Carers Name:

Student Name:

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

I understand that the school has discussed the Student ICT Acceptable Use Agreement with my son/daughter and that they have received, or will receive, e-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 whilst using mobile technologies.

I understand that the school will take care to ensure that cloud services used by students conform with the Data Protection Act and DfE guidance. I also understand that I will re-inforce with my son/daughter the need to have strong passwords and to keep those passwords secret in order to protect their schoolwork data held in the cloud.

I understand that should my child wilfully damage school equipment I will be charged for the repair.

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 e-safety.

I **AGREE/DISAGREE** to the school using biometric recognition information relating to my child for the purposes described in this document. I understand that the images cannot be used to create a whole fingerprint/palm print of my child and that these images will not be shared with anyone outside the school.

I **AGREE/DISAGREE** 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.

I **AGREE/DISAGREE** to the school taking and using digital/video images of my child. 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.

Parent/Carer Signature:

Date