



## 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 acceptable use pupils agreement 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: .....

Pupil Name: .....

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

*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.*

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.

This form will be available to parents/carers electronically.

Information on the form will be accessed by St. Clare's staff.

The completed form will be stored on the school network.

The form will be stored for one year.

The form will be destroyed by deleting the file.

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 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 request parent's/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 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.

Images may be published on the school website, Twitter, Facebook, local press.

Staff will have access to the images.

Images will be stored on the secure school network and school electronic devices.

Images will be stored for one year.

Images will be destroyed by being deleted.

Parents/carers can request for deletion of images by contacting Mrs Charnley via the school office.

### 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"> <li>• to support learning activities.</li> </ul>	Yes/No
<ul style="list-style-type: none"> <li>• in publicity that reasonably celebrates success and promotes the work of the school.</li> </ul>	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: .....

### Student/Pupil Acceptable Use Agreement

On the following pages we have copied, for the information of parents and carers, the pupil acceptable use agreement.

\*\*\*\*\* AUP for KS1 & KS2 Pupils to be on these pages \*\*\*\*\*