# This template is based on work by the South West Grid for Learning. We have reproduced this document for re-use by Solihull schools and academies with their permission.

**Parent/Carer Acceptable Use Agreement Template**

Sections that include advice or guidance are written in **red**. It is anticipated that schools/academies will remove these sections from their final AUP document. Schools should review and amend the contents of this AUP to ensure that it is consistent with their e-safety policy and other relevant school policies. Due to the number of optional statements and the advice/guidance sections included in this template, it is anticipated that the final AUP will be more concise.

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 e-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. (Schools/academies will need to decide whether or not they wish parents to sign the Acceptable Use Agreement on behalf of their child)

## 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, e-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, 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 using mobile technologies.

I understand that my son’s/daughter’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.

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,

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

## 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 and using digital/video images of my child/children. 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.

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.

Signed

Date

## Use of Cloud Systems Permission Form

Schools that use cloud hosting services may be required to seek parental permission to set up an account for pupils/students.

Google Apps for Education services - <http://www.google.com/apps/intl/en/terms/education_terms.html> requires a school to obtain ‘verifiable parental consent’ for their children to be able to use these services. It is suggested that schools will incorporate this into their standard acceptable use consent forms sent to parents each year.

Schools will need to review and amend the section below, depending on which cloud hosted services are used.

The school uses Google Apps 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 Google as part of the school’s online presence in Google Apps for Education:

* **Mail** - an individual email account for school use managed by the school
* **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
* **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
* **Sites** - an individual and collaborative website creation tool

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

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

As part of the Google terms and conditions we are required to seek your permission for your child to have a Google Apps 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 Google Apps for Education.

Signed

Date

## Use of Biometric Systems

If the school uses biometric systems (eg fingerprint/palm recognition technologies) to identify children for access, attendance recording, charging, library lending etc it must (under the “Protection of Freedoms” legislation) seek permission from a parent or carer. It is also recommended that they obtain this permission through the normal internet use permission/acceptable use agreement. Schools may therefore wish to add a section such as that below to this permission form.

The school uses biometric systems for the recognition of individual children in the following ways (the school should describe here how it uses the biometric system).

Biometric technologies have certain advantages over other automatic identification systems as pupils do not need to remember to bring anything with them (to the canteen or school library) so nothing can be lost, such as a swipe card.

The school has carried out a privacy impact assessment and 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 pupil's fingerprint or even the image of a fingerprint from what is in effect a string of numbers.

Parents/carers are asked for permission for these biometric technologies to be used by their child:

Parent/Carers Name

Student/Pupil Name

As the parent/carer of the above student/pupil, I agree to the school using biometric recognition systems, as described above. 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.

Signed

Date

## Student/Pupil Acceptable Use Agreement

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

It is suggested that when the student/pupil AUP is written that a copy should be attached to the parents/carers AUP Agreement to provide information for parents and carers about the rules and behaviours that students/pupils have committed to by signing the form.