# A4 Parent and Carer Acceptable Use Agreement Template and permission forms

Sections that include advice or guidance are written in BLUE. It is anticipated that schools will remove these sections from their final acceptable use document. Schools should review and amend the contents of this agreement to ensure that it is consistent with their Online Safety Policy and other relevant school policies.

Digital technologies have become integral to the lives of children and young people, both within and outside schools. 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 online behaviour.

The school will try to ensure that learners will have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. A copy of the learner acceptable use agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the learners 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 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: Name(s) of Learners

As the parent/carer of the above learners, I give permission for my child to have access to the internet and to ICT systems at school.

Either: (KS2 and above)

*I know that my child 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: (Foundation)

*I understand that the school has discussed the acceptable use agreement with my child 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 the 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 child’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 (electronic or printed) |
| Who will have access to this form. |
| Where this form will be stored. |
| How long this form will be stored for. |
| How this form will be destroyed. |

### Signed:

### Date:

When complete, ensure the information on this form is recorded in the school database.

Paper copies should be securely destroyed.

When complete, this page should be stored in a secure location for the duration of:

*insert period*

### Use of Digital/Video Images

There are certain activities where the school do not use consent as the basis for processing your child’s data. We take photographs/videos of the children for the purposes of recording and tracking pupil progress under the [*e.g. Education Act 1996*] and compiling evidence for assessment purposes. These are kept in secure locations within the school and destroyed in line with our retention policy. We may also need to share these files with third parties, such as [*Insert professionals/third parties who may be a recipient or contributor, if any*]. Further details can be found in the school privacy notice.

On other occasions the school may wish to publish photographs and/or video footage of pupils in public documents such as the school prospectus, our social media pages (e.g. Twitter) and website, on display around the school, and in community publications such as local newspapers. All images are published with the strictest regard for safeguarding and child protection, and only with your consent.

The school will comply with data protection laws and request parent’s/carers permission before publishing images of members of the school. We will also ensure that when images are published the learner cannot be identified using their names.

Please note that you can withdraw your consent at any time. If you have any queries or wish to withdraw or review your consent, please contact the school.

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 2018). 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 learners 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 how it will be used and stored:

|  |  |
| --- | --- |
| **This form (electronic or printed)** | **The images** |
| The school will retain the consent form for the period of 1 academic year. Consent for the publication of photographs/images will be renewed on an annual basis. | Where the images may be published. Such as; Twitter, Facebook, the school website, local press, etc. (see relevant section of form below) |
|  | Who will have access to the images. |
|  | Where the images will be stored. |
|  | How long the images will be stored for. |
|  | How the images will be destroyed. |
|  | How a request for deletion of the images can be made.  Parents/Carers should note that websites can be viewed throughout the World, and not just in the United Kingdom where UK/EU data protection law applies. Images and information can no longer be controlled by the school when copied from the website. |

### Digital/Video Images Permission Form

### Parent/Carers Name: Name(s) of Learner(s):

|  |  |  |
| --- | --- | --- |
| Description of the use of Photographs or Images |  |  |
| I agree for photographs/videos to be taken of my child during school activities for use on display boards or walls around the school. | Yes | No |
| I agree for photographs/videos to be taken of my child during school activities for use within school printed publications. | Yes | No |
| I agree for photographs/videos to be taken of my child during school activities for use on school digital channels (e.g. websites, social media). | Yes | No |
| I agree for photographs/videos to be taken of my child during school activities and used in local or national media (e.g. newspapers or television appearance). | Yes | No |

**OR**

|  |  |  |
| --- | --- | --- |
| I do not wish any photographs/videos to be taken of my child for the purposes outlined above. | Yes | No |

### Signed:

### Date:

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 Data Protection Laws). However, 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 learners in the digital/video images.

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### Use of Cloud Systems

In Wales, all learners have access to Hwb through a personalised account. In order for an account to be created, personal data is shared between the school and Hwb. The use of personal data in this manner is considered to be a public task, for the purposes of data protection. This means that consent is not required in order for a learner to have a Hwb account and access to the tools and services on this platform. More details can be found in the [Hwb trust centre.](https://hwb.gov.wales/support-centre/trust-centre/)

Schools that use other cloud hosting services should assess the risk of sharing personal data with any other third party and should identify the correct lawful basis for this data sharing. It is likely that parent/carer consent may be required in order to create an account. Schools should consider the impact of relying on consent as the lawful basis if the service is regarded as essential to providing education. If consent is withdrawn and access to the service no longer possible, the school should consider if this would have a negative impact on the learners’ education?

Schools may wish to include a simple form to collect any necessary permission here.

### Use of Biometric Systems in England and Wales

If the school uses biometric systems (e.g. fingerprint/palm recognition technologies) to identify children for access, attendance recording, charging, library lending etc it must (under the “Protection of Freedoms” and Data Protection legislation) seek permission from a parent or carer.

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 learners 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 Data Privacy Impact Assessment and is confident that the use of such technologies is effective and justified in a school context. Please see below for more information:

As the school is collecting special category personal data and \*delete as appropriate\* sharing this with a third party, it should inform parents/carers about:

|  |  |
| --- | --- |
| This form (electronic or printed) | The data shared with the service provider |
| Who will have access to this form. | What data will be shared |
| Where this form will be stored. | Who the data will be shared with |
| How long this form will be stored for. | Who will have access to the data. |
| How this form will be destroyed. | Where the data will be stored. |
|  | How long the data will be stored for. |
|  | How the data will be destroyed. |
|  | How consent to process the biometric data can be withdrawn. |

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

### Parent/Carers Name: Name(s) of Learner(s)

Where your child is over 13 years of age, we recommend that you complete this form with them, as learners may be able to decide how their data may be used in certain circumstances.

|  |  |
| --- | --- |
| As the parent/carer of the above learner(s), I agree to the school using biometric recognition systems, as described above. | Yes/No |
| 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 | Yes/No |

### Signed:

### Further guidance

* Each parent of the child should be notified by the school that they are planning to process their child's biometrics and notified that they are able to object.
* In order for a school to process children's biometrics at least one parent must consent and no parent has withdrawn consent. This needs to be in writing.
* A child aged over 13 can object or refuse to participate in the processing of their biometric data regardless of parents’ consent.
* Schools must provide reasonable alternative means of accessing services for those learners who will not be using an automated biometric recognition system.
* Permission only needs to be collected once during the period that the learner attends the school, but new permission is required if there are changes to the biometric systems in use.

### Learner Acceptable Use Agreement

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

It is suggested that when the learner AUA is written that a copy should be attached to the parents/carers acceptable use agreement to provide information for parents and carers about the rules and behaviours that learners have committed to by signing the form.

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