

Computer and Internet Acceptable User Agreement 2019/20

Version #



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Computer and Internet Acceptable User Agreement Parent \ Carer

Digital technologies have become integral to everybody's daily lives, both within and outside our learning centres. 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 our users will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use;
- that our systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk;
- that our young adult learners, 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;
- that we meet our statutory duty, under Section 26 of the Counter Terrorism and Security Act 2015 termed "Prevent". The purpose of this duty is to aid the process of preventing people being drawn into terrorism. We ensure our young and adult learners are aware of the risk via social media and the internet relating to radicalisation and other risk associated with 'Prevent'.

We will try to ensure that our 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. Please access this safer internet site for guidance on how to be safe online.

<http://www.saferinternet.org.uk/>

We would like parents to sign the permission form below to show your support to York Learning in how important this aspect is to the learning journey.

Permission Form

Parent / Carers Name

Student / Pupil Name

As the parent / carer of the above learner, I give permission for my son / daughter to have access to the internet and to ICT systems within York Learning.

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 the York Learning organisation.

I understand that York Learning 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.

I understand that York Learning 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 York Learning 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 York Learning 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 York Learning if I have concerns over my child's online safety.

Signed

Date

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Learners and members of staff may use digital cameras to record evidence of activities in and out of lessons. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through various publications or on our website and occasionally in the public media,

York Learning will comply with the Data Protection Act and request parents / carers permission before taking images of our learners. We will also ensure that when images are published that the young people can not 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 York Learning 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 learners in the digital / video images.

Parents / carers are requested to sign the permission form below to allow York Learning to take and use images of their child to show as described above.

Digital / Video Images Permission Form

Parent / Carers Name

Student / Pupil Name

As the parent / carer of the above learner, I agree to York Learning 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 our work.

Yes / No

I agree that if I take digital or video images at 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

Use of Cloud Systems Permission Form

We use cloud hosting services which may require us 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 us to obtain 'verifiable parental consent' for their children to be able to use these services. It is suggested that learning organisations will incorporate this into their standard acceptable use consent forms sent to parents each year.

We use Google Apps for Education for learners / 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

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, learners collaboratively create, edit and share files and websites for school related projects and communicate via email with other ; learners and members of staff. These services are entirely online and available 24/7 from any Internet-connected computer.

We believe that use of these 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.

Yes / No

Signed

Date