

SECONDARY CONSENT FORM 2020-21: PARENTS



Star

Name of pupil	
Date of birth	
School name	

Parents are asked to provide consent to a number of procedures and activities.

Please read through the documentation attached before completing the Consent Forms.

School Trips and Other Activities Taking Place off School Premises

I give permission for my child to participate in school trips and visits as set out. I understand that I will be informed of each trip and activity before it takes place and have the right to withdraw my child.

First Aid and Medical

I give permission for my child to receive first aid and emergency treatment, as considered necessary by the medical staff present. I also give permission for my child to meet the school nurse if they wish to receive confidential medical advice.

Acceptable Use Policies

I understand that the school will enforce the policies listed below and will encourage my child to abide by these rules.

- School Internet Acceptable Use Policy
- Communication Technology Acceptable Use Policy
- Bus Service Acceptable Use Policy
- Canteen Acceptable Use Policy

Home School Agreement

I agree with the expectations that are detailed with regards to my child, the school and myself – as outlined in the Home-School Agreement.

Pupil Code of Conduct

I understand my child will be expected to abide by the rules and conduct set out in the Pupil Code of Conduct.

Privacy Notice

I have read and understand the Privacy Notice, the latest version can be found on the school website.

Print name: _____

Signed: _____ **Date:** _____

PLEASE COMPLETE AND RETURN ALL CONSENT FORMS WITH YOUR CHILD IN SEPTEMBER

CONSENT FORM 2019-20: PUPIL



Star

Our school aims to create a safe and secure learning environment. During your time at school, you are required to abide by a number of rules and policies designed to ensure you remain safe and act in a manner consistent with the ethos of the school.

Please read through the documentation attached before completing the Consent Form below.

Trips, first aid and security

I have read and understand the school's policies on:

- School Trips and Other Activities Taking Place off School Premises
- First Aid and Medical

Acceptable Use Policies

I agree to adhere to and abide by the instructions set out in the policies listed below and communicated to me during my time at school. I understand the consequences should I breach these rules.

- School Internet Acceptable Use Policy
- Communication Technology Acceptable Use Policy
- Bus Service Acceptable Use Policy
- Canteen Acceptable Use Policy

Home School Agreement

I agree with the expectations that are detailed with regards to my parents, the school and myself – as outlined in the Home-School Agreement.

Pupil Code of Conduct

I agree that I will take responsibility for my own behaviour and conduct as set out in the Pupil Code of Conduct.

Privacy Notice

I have read and understand the Privacy Notice, the latest version can be found on the school website.

Print name: _____

Signed: _____ Date: _____

PLEASE COMPLETE AND RETURN ALL CONSENT FORMS WITH YOUR CHILD IN SEPTEMBER



School Trips and Other Activities Taking Place off School Premises

At various stages of a pupil's education, there will be planned activities that take place away from the school campus. We ask parents to provide annual consent to gain permission for pupils to take part in school trips/other off-site activities. The trips and activities covered by this consent include:

- all visits (including residential trips) which take place during the holidays or a weekend
- all visits that take place as part of the curriculum during the normal school day
- adventure activities at any time
- off-site sporting fixtures outside the school day

The school will send parents information about each trip or activity before it takes place. Parents can, if they wish, tell the school that they do not want their child to take part in any particular school trip or activity.

First Aid and Medical

The school has staff trained in the administration of First Aid or urgent medical treatment should the need arise. The school seeks parents' permission to allow trained staff to make decisions about the wellbeing of pupils, during school time on campus or on any school trip or activity. In addition (for pupils below Year 9 in a school), the school needs a parent's permission for your child to speak to the school nurse (if they wish to do so) and receive medical advice in a confidential manner.

School Internet Acceptable Use Policy

As part of pupils' curriculum enhancement and the development of ICT skills, the school is providing supervised access to the internet including email.

Various projects have proven the educational benefits of internet access, which enables pupils to explore a wide range of information sources throughout the world. Although there are concerns about children having access to inappropriate material via the internet, the school takes a range of measures to minimise these risks. A filtering system is in operation that restricts access to inappropriate materials, and this is reinforced by the ICT staff who teach the safe and appropriate behaviours to adopt when using the internet, email and other technologies.

Although internet use is supervised and filtered within our school, families should be aware that some pupils may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people.

During school, teachers will guide pupils towards appropriate material and keeping the ethos of school in mind. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, and films.

Information and Communication Technology Acceptable Use Policy

Introduction

The School recognises the importance of ICT in education. The internet and other digital information and communication technologies are powerful tools, which can open up new opportunities for everyone.

We have a range of Information and Learning Services that you will use during your time here. This is an easy to understand overview of the guidelines you need to be aware of, and comply with. This will ensure the effective running and security of the School's ICT services, and also protect you and your information.

This policy applies to all school computers and devices (including wifi) and also any mobile and tablet devices that you use in school.

Pupil accounts: Setting your password

You will be allocated an account when joining the School which you will take responsibility for; you are responsible for all the activity that takes place under your username. Protect your login account by using a memorable password for your account. When setting your password:

- use a combination of letters, numbers and symbols
- try using a memorable saying or phrase
- do not tell anyone your password and do not write it down

If you are worried someone has guessed your account password you will need to immediately inform your class teacher and contact the ICT Department.

Pupil accounts: Saving your work

Your personal space on the school ICT network is known as your Z: Drive. Save your work to your Z: Drive (My Documents) to keep it safe.

Do not save to the C: drive on school computers as this is not backed up.

If you save to a USB memory stick, make sure that you know which the most recent version is and also keep a backup copy.

Use of the internet and email

A web-filtering system is in place at the School. However, it is impossible to guarantee that all potentially harmful material is filtered. If you come across any inappropriate website or content whilst using the ICT equipment, you must report it to a member of staff or the ICT Department immediately.

The use of internet and email is a privilege and inappropriate use will result in that privilege being withdrawn. All internet access is logged and monitored. Use of the internet should be in accordance with the following guidelines:

- only access suitable material – the internet is not to be used to download, send, print, display or transmit material that would cause offence or break the law (this includes accessing sites meant for adults of 18 years or older such as pornographic or gambling sites)
- do not access internet chat sites - you could be placing yourself at risk
- never give or enter your personal information on a website, especially your home address, your mobile number or passwords
- do not access online gaming sites - your use of the internet is for educational purposes only
- do not download or install software from the internet, as it is considered to be vandalism of the School's ICT facilities
- do not use the internet to order goods or services from online shopping or auction sites
- do not subscribe to any newsletter, catalogue or other form of correspondence via the internet

- do not download any unlicensed material such as music, videos, TV programmes, games, and PDF files - this is considered illegal and therefore not permitted.

You will be provided with an email account. You are expected to use email in a responsible manner. Use of email should be in accordance with the following guidelines:

- do not open or forward any email or attachment from an unrecognised source or that you suspect may contain inappropriate material or viruses - report the item to the ICT Department
- do not send, forward, print or transmit in any form any offensive, obscene, violent or dangerous material via email
- do not send or forward chain letter emails, jokes, spam etc
- use appropriate language - what you say and do can be viewed by others
- do not reveal any personal information about yourself or anyone else, especially home addresses, personal telephone numbers, usernames or passwords
- consider the file size of an attachment, files exceeding 1MB in size are generally considered to be excessively large and you should consider using other methods to transfer such files

If you are concerned about any email you have received, you should contact a member of staff immediately.

Use of ICT equipment

You have a responsibility towards the care of any school ICT equipment.

You must keep all liquids and food away from any ICT equipment.

Downloading and installing software packages on school-owned equipment is not permitted.

You must not:

- install unlicensed software on ICT equipment
- copy or distribute licensed software for installation on other ICT equipment
- deliberately port scan or use port scanning software
- use peer to peer file sharing software (e.g KaZaA, BearShare, Morpheus) to download or upload obscene, copyrighted or illegal material
- connect or attempt to connect to ICT systems without permission
- run server operating systems or services without permission
- connect any form of network device (i.e. routers, wireless access points, switches or hubs) to the ICT network
- deliberately or unintentionally cause the interruption of any school service or another user's data or system e.g. by virus infection
- save personal media images, sound and videos in the file server network.

You should report all faults or damage to school-owned equipment to a member of staff.

Vandalism to ICT equipment will result in cancellation of privileges and parents will be asked to make payments for any malicious damage to the ICT equipment. Vandalism is defined as any malicious attempt to harm or destroy data of another user and deliberately decorate or damage ICT equipment.

Social networking sites

You are not permitted to access social networking sites such as Facebook and Twitter in school.

You are not permitted to have staff at the School as contacts on social networking sites.

Printing

You must use printing facilities economically and only for recognised educational purposes.

Loss of data

The School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions.

Online bullying

The School will not tolerate any form of bullying including electronic or online bullying. Sending or publishing offensive or untrue messages or imagery that could intimidate, harm or humiliate other pupils and their families is forbidden and could be regarded as breaking the law.

The School reserves the right to monitor all internet and email activity within the bounds of current legislation in order to keep the internet safe for all at the School and to protect from online bullies. Any instances of bullying will be taken very seriously. As with any other form, cyber or online bullying will be investigated fully and will result in disciplinary action.

Hacking

Any type of hacking (an attempt to gain access to folders, databases, or other materials on the network to which you are not entitled) is considered to be an extremely serious offence. Similarly, physical interference with another user's computer is not permitted.

Copyright

You must not copy or store files, documents, music, video or any other material where copyright restrictions exist, unless permission by the copyright holder has been given. Using copyright material without permission is an offence.

Sanctions

The following sanctions may be applied:

- violation of the listed prohibited activities will result in a temporary or permanent ban on internet/computer use
- parents/carers will be informed
- additional disciplinary action may be added in line with existing practise on inappropriate language or behaviour
- when applicable, Police or the Local Authority may be involved

Summary of Internet and ICT Acceptable Use Policy

The following policy guidelines apply to all school computers and devices (including WiFi) and also any mobile and tablet devices that you use in school.

- **DO NOT** share your school account password with anyone.
- **SAVE** your work to Z: Drive.
- **DO NOT** access others' accounts.
- **DO NOT** use the internet to:
 - access/transmit illegal or obscene material, or material that discriminates on any grounds
 - access chat or social networking sites (e.g. Facebook, Twitter)
 - access gaming sites
 - download unlicensed material such as music, videos, TV programmes etc
 - order items from online shopping or auction sites
- **DO NOT** open emails that you think may contain inappropriate material or a virus.
- **DO NOT** reveal any personal information about yourself online or via your email.
- **DO NOT** deliberately port scan or use port scanning software.
- **DO NOT** use peer to peer file sharing software (e.g. KaZaA, BearShare, Morpheus) to download or upload obscene, copyrighted or illegal material.
- **DO NOT** connect or attempt to connect to ICT systems without permission.
- **DO NOT** run server operating systems or services without permission.
- **DO NOT** make, install or distribute unauthorised copies of computer software.
- **DO NOT** connect any form of network device (i.e. routers, wireless access points, switches or hubs) to the ICT network.
- **DO NOT** copy files (images, music, video, text) that are copyright protected.
- **DO NOT** publish or share any information that damages the reputation of the School.
- **DO NOT** deliberately or unintentionally cause the interruption of any school service or another user's data or system e.g. by virus infection.
- **DO NOT** deliberately damage/vandalise hardware equipment in school.
- **DO NOT** intentionally waste limited resources, including printer ink and paper.
- **DO NOT** save personal media images, sound and videos in the file server network.
- **DO NOT** hack or physically interfere with another user's computer.
- **DO NOT** contact staff via social networking sites.
- **DO NOT** bully others online and report any bullying to a member of staff.
- **REMEMBER** the School may monitor your use of IT systems and online behaviour to maintain a safe school.

Canteen Acceptable Use Policy

- The canteen will be available for break and lunchtime snacks and meals. Payment will be via ParentPay account, which will hold the balance of money provided for each student.
- Students are only allowed to purchase food for themselves.
- Students must queue in an orderly manner.
- Students are encouraged to eat healthy options.
- Students and parents are responsible for topping up the card (via ParentPay) to ensure there is enough money to cover the cost of the meal purchased.
- Hot plated food must be eaten sat in the dining room only
- Cold food or finger food can be eaten in the dining room, or any outside nominated area.

ATTACHED DOCUMENTS:

- Home-School Agreement
- Pupil Code of Conduct