

Acceptable Use Policy (Parent/Carer)

Digital technologies have become integral to the lives of children and young people, both within colleges and outside college. 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 Cottenham Academy 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 college will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the college expectations of the young people in their care. Parents are requested to sign the permission form below to show their support of the college in this important aspect of the college's work.

Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of college. 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 college website and occasionally in the public media.

The college will comply with the Data Protection Act and request parents / carers permission before taking images of members of the college. 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 college 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 students in the digital/video images.

Parents/carers are requested to sign the permission form below to allow the college to take and use images of their children and for the parents/carers to agree.

Use of Cloud Systems

Cottenham Academy uses Google Apps for Education for students and staff. This permission form describes the tools and student responsibilities for using these services.

The following services are available to each student and hosted by Google as part of the college's online presence in Google Apps for Education:

- **Mail** - an individual email account for college use managed by the college



- **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, students collaboratively create, edit and share files and websites for college 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 college learning experiences, and working in small groups on presentations to share with others.

The college 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.

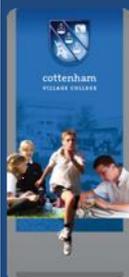
Use of Biometric Systems

The college uses biometric systems for the recognition of individual children in the following ways (the college 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 college library) so nothing can be lost, such as a swipe card.

The college has carried out a privacy impact assessment and is confident that the use of such technologies is effective and justified in a college 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.



Permission Form

Parent / Carers Name:

Student's Name:

As the parent/carer of the above student, I give permission for my son/daughter to have access to the internet and to ICT systems at college, including Google Apps for Education. 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 college.

I understand that the college 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 college 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 college 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 college if I have concerns over my child's e-safety.

Yes / No: I agree to the college 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 college.

Yes / No: I agree that if I take digital or video images at, or of, college events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Yes / No: I agree to the college 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 college.

Signed:

Date:

