



WEST GRANTHAM

Church of England Secondary Academy

ICT PERMISSION FORM

Parent / Carers Name:

Student Name:

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

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 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 son's / daughter'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 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 online safety.

Signed: Date:
(Parent/Carer)

Use of Cloud Systems Permission Form

Office 365 for Education services – requires a school to obtain 'verifiable parental consent' for their children to be able to use these services.

The school uses Office 365 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 hosted by Microsoft as part of the school's online presence in Office 365:

- Mail - an individual email account for academy use managed by the academy
- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Docs – The Microsoft Office suite of on-line office productivity tools including Word, Excel, Powerpoint, OneNote (inc for classroom) and Teams

Using these tools, students collaboratively create, edit and share files for school related projects and communicate via email with 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 academy learning experiences, and working in small groups on presentations to share with others. The academy believes that use of the tools significantly adds to your child's educational experience.

As part of the Microsoft terms and conditions, we are required to seek your permission for your child to have an Office 365 for Education account:

As the parent / carer of the above student / pupil, I agree to my child using the school using Office 365 for Education.

Yes / No

Signed: Date:
(Parent/Carer)