

Samuel Ryder Academy Parental Permissions

The following pages detail various permissions that are important for both parents and students to understand. Please read them carefully and consent via the Update Information section of EduLink.

- Permission 1: Trips, Visits & Extra-Curricular Activities
- Permission 2: The School Code and Home-School Agreement
- Permission 3: School Photographs, Social Media, Videos and Audio Recordings
- Permission 4: Biometric System for use by Catering and the Learning Resource Centre
- Permission 5: ICT Network Acceptable Use Agreement
- Permission 6: Mobile Device Damage Agreement
- Privacy Notice - Data Protection Act 2018

PERMISSION 1: Trips, Visits & Extra-Curricular Activities

I understand that my child may leave the school premises for curriculum-related, regular or routine visits including all school trips, or for sports fixtures when representing Samuel Ryder Academy as part of a team, and hereby give my consent for them to participate in such events. Insurance for these activities are covered by the School Policy.

PERMISSION 2: The School Code and Home-School Agreement

The aim of this agreement is to support the partners in the educational process – the school, the students and parents – ensuring success.

The school will aim to:

Enable all students to make the most of their talents, to have the highest expectations for their future and enjoy a fulfilling life.

To achieve this, we will:

- Encourage excellence in intellectual, creative and physical activities.
- Value all students and celebrate their achievements.
- Achieve the best possible academic results for all students.
- Encourage self-respect, respect for others and for the world in which we live.
- Develop critical faculties, independence of view and enthusiasm for learning.
- Provide equality of opportunity for all students.
- Encourage participation in a wide range of extra-curricular activities.
- Provide a curriculum which allows for a wide range of educational experiences.
- Foster a commitment to the highest standards of curriculum practice.
- Form partnerships with parents and the wider community.
- Plan for a continued development of the school.
- Maintain regular and early communication with parents on all aspects of the student's schooling and development.

Staff and the students will follow the School Code outlined below:

- Be prepared to work hard in class and at home.
- Bring the right equipment.
- Attend regularly and be punctual.
- Be prepared to share ideas and ask for help and guidance.
- Listen to others and be polite to everyone, students, visitors and staff.

- Respect the opinions and beliefs of others.
- Encourage and support one another.
- Look after the school environment and take care of personal belongings and those of others.
- Take pride in high standards of work, behaviour and appearance.
- Walk quietly around the building.
- Eat only in designated areas and only at break times.
- Support the school approach to online safety and not deliberately upload or add any images, film, sounds or text that could offend any member of the school community.

Parents will:

- Do their best to support the school's aims.
- Ensure regular, prompt attendance throughout the term time.
- Provide correct school equipment and uniform.
- Support the school's policies and guidelines for behaviour.
- Provide an appropriate environment and support for study at home.
- Avoid term time holidays.
- Attend Parents' Evenings and discussions regarding their child's progress.
- Communicate with the school about issues affecting their child's work or behaviour.
- Encourage their child to respect and return school property.
- Encourage the family's active involvement in school activities.
- Support the school approach to online safety and not deliberately upload or add any images, film, sounds or text that could upset or offend any member of the school community.

PERMISSION 3: School Photographs, Social Media, Videos and Audio Recordings, Publicity and Promotional Material

During the school year a variety of photographs and video and audio recordings are taken of students whilst they are working in class or participating in other activities including after-school clubs, trips, visits, performances, sporting fixtures, celebrations and other events that are held both within school and outside of school.

A small selection of these are then used in communications that help us to promote the school. These include the school brochure/prospectus, school video, newsletter, website, social media, displays, leaflets, presentations, advertising, publicity (including articles in the press in recognition of a significant achievement) and communications that are produced by Samuel Ryder Academy's PTA. They may also be used as part of teaching resources or staff training either within school or at carefully selected conferences. The school's suppliers, for example, those that produce our printed materials and our website may also show examples of their work as part of their own promotional activity and this would, by default, include any images or recordings that are included in this work.

Photographs, videos or audio recordings are always taken with great sensitivity and the school carefully selects those that are then used for these purposes. At no time are these files passed on to another organisation for reasons other than those expressed in this information.

It is extremely important to us that we protect the welfare and safety of our students and therefore, to comply with the Data Protection Act, we will not permit any photographs or videos to be taken without the permission of the parent or carer. We will also not permit any external organisations to take photographs or to make video or audio recordings of your son or daughter, regardless of their good intentions, unless they are in direct connection with the reasons that we have given within this document. If there are ever any circumstances that fall outside of the scope of this document then we will seek further written permission from you.

We will take all reasonable measures to ensure that images are used solely for the purposes for which they are intended. However, please note that we cannot always guarantee this and therefore can take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

If you are happy for your son or daughter to be photographed, videoed or recorded in this way then please complete the box titled School Photographs, Social Media, Videos and Audio Recordings, Publicity and Promotional Material in the enclosed Secondary Data Collection Form to confirm that you are happy for images to be taken and used for the reasons stated above.

If the form is not completed then the school will NOT be able to take any photographs, videos or audio recordings of your child, unless required by examination boards.

PERMISSION 4: Biometric System for use by Catering, the Learning Resource Centre and School Shop

Samuel Ryder Academy operates a biometric system that is used by Catering, the Learning Resource Centre and the school shop. This system has proved very successful in reducing queuing time, administration time, and the handling of cash for students and our Finance Department.

From 1 September 2013, as a result of the duties in the Protection of Freedoms Act 2012, schools can only lawfully process, or continue to process, a pupil's biometric data with the written consent of at least one parent. Additionally, consent given by one parent can be overridden if the other parent objects in writing. Similarly, if your child objects, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system. You can also object in writing to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given.

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them. The Academy takes and uses information from your child's finger for the purpose of providing your child with easy access to the cashless catering service, the Learning Resource Centre and the school shop. The system takes measurements of your child's finger and converts these measurements into a template (a string of numbers), which is then encrypted. The data held cannot be used to recreate a fingerprint image, nor can it be used in a forensic investigation. **An image of your child's fingerprint is not stored.** The template is used to permit your child access to the catering system by placing their finger on a scanner at the till, being able to use the Learning Resource Centre or purchase equipment from the school shop. Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted.

Samuel Ryder Academy will comply at all times with the Data Protection Act and with the guidance given by the Information Commissioner's Office regarding the use of biometric data. The law places specific requirements on schools when using personal information, such as biometric information.

You will understand that it would be very helpful to the Academy, and we believe to the students, if ALL parents were to grant this permission. Please give consent to the processing of your child's biometric information by the Academy for the purpose outlined in this document.

PERMISSION 5: ICT Network Acceptable Use Agreement

- I understand that School systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I understand that my use of the systems, devices and digital communications at the school can and will be logged and monitored. This information may be made available to teachers and school staff.
- I will respect others' work, property and information and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission. I should ensure I have permission to use the original work of others in my own work.
- I will only use my own login account to access the school system and resources, I will not share my login with other users.
- I will not deliberately browse, download, upload or forward material that could be considered inappropriate, offensive or illegal by any member of the school or wider community. If I accidentally come across any such material, I will report it immediately to a member of staff.
- I will not attempt to bypass the internet filtering system by any means, understanding it is there for the safety of students and the school.
- I will not download or install software on school technologies or computers systems.
- I will only use social media sites with permission and at the times that are allowed and if given permission by a member of staff.
- I will not remove identifying features (asset stickers, labels etc) from school devices.
- I will at all times respect and care for any device given to me by the school, including making sure iPads, cameras or other portable devices are kept in cases, laptops are kept in their bags. Any cables or other items given to me will be treated with respect and return in the condition they were given. I accept that there may be a charge if the device is broken while in my care.
- I will not use my school e-mail address for inappropriate communication including bullying or denigrating others in any way and will make sure that all electronic communication with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources and websites I access and the language I use.
- I will not give out any personal information on-line such as name, phone number or address. I agree to keep myself e-safe and will not arrange to meet anyone not known to my family or me.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring my school into disrepute.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied, and my parent/guardian/carer may be contacted.
- I understand the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network and relevant sanctions the school deems necessary, which may include contact with parents and in the event of illegal activities involvement of the police.

PERMISSION 6: Mobile Device Damage Agreement

If in the event of loss or damage to the iPad, the following procedure is to be followed:

- The iPad is brought directly to the Schools IT Support Team without delay.
- IT Support will take the iPad from your child and ask them to remove their passcode and dis-associate it from their Apple ID.
- IT Support will provide your child with an "iPad Incident Report Form" which will need to be taken home and filled in by the Parent/Carer with the details of how the damage has occurred. If the device has been

stolen outside of the site we require the Parent/Carer to report this to the police and obtain a crime reference number which then gets passed to the school.

- IT Support will provide your child with a slip to be put in their home learning planner so they can show their teachers why they do not have an iPad.
- IT Support will then send the iPad off to be repaired, this typically takes between 2-3 weeks dependant on the extent of damage.
- A charge may be applied depending on the extent of damage or the circumstances surrounding the cause of damage. Once the charge has been calculated you will receive an invoice from our finance department which will need to be paid before the iPad is re-issued.
- When the iPads are returned to the school they are tested to make sure they are working. IT Support will then email the student's Form Tutors that the iPad can be collected, Students must bring their cases with them.

Student Privacy Notice - Data Protection Act 2018

We, Samuel Ryder Academy, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications, the Learning Records Service will give us your Unique Learner Number (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the School Office if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>.

Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found here: <https://www.gov.uk/government/publications/lrs-privacy-notice>.

OTHER INSTITUTIONS INVOLVED IN COLLABORATIVE DELIVERY

Where secondary schools are involved in collaborative delivery with other schools/colleges and learning providers, pupil information may also be shared to aid the preparation of learning plans and use of data to achieve the objectives identified above.

TECHNOLOGY PLATFORMS

Pupil information may be shared with technology companies to allow use of educational apps in school. The apps which we currently use are listed below, this is an ever-changing list which will be updated on an annual basis.

Autodesk Sketchbook, Charanga, Edmodo, EduLink One, Focus on Sound, Mathswatch, Microsoft Office 365, MyMaths, Nearpod, Padlet, Seesaw, Times Tables Rockstars and Tynker.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the Local Authority.

If you want to receive a copy of the information about you that we hold or share, please contact the School Office.

If you need more information about how the Local Authority and DfE store and use information, then please go to the following websites:

<https://www.hertfordshire.gov.uk/about-the-council/legal/privacy-policy/privacy-policy.aspx>²

or

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the Local Authority or DfE as follows:

Data Protection Team
Information Governance Unit
Room C1
County Hall
Pegs Lane
Hertford
SG13 8DQ

Email: data.protection@hertscc.gov.uk

Public Communications Unit Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Footnotes:

1. Attendance information is NOT collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes
2. Local Authority provide a link to their website with information on uses they make of data and any other organisations they share data with. Ideally, they should also provide an address where parents/carers without internet access can write for information.

