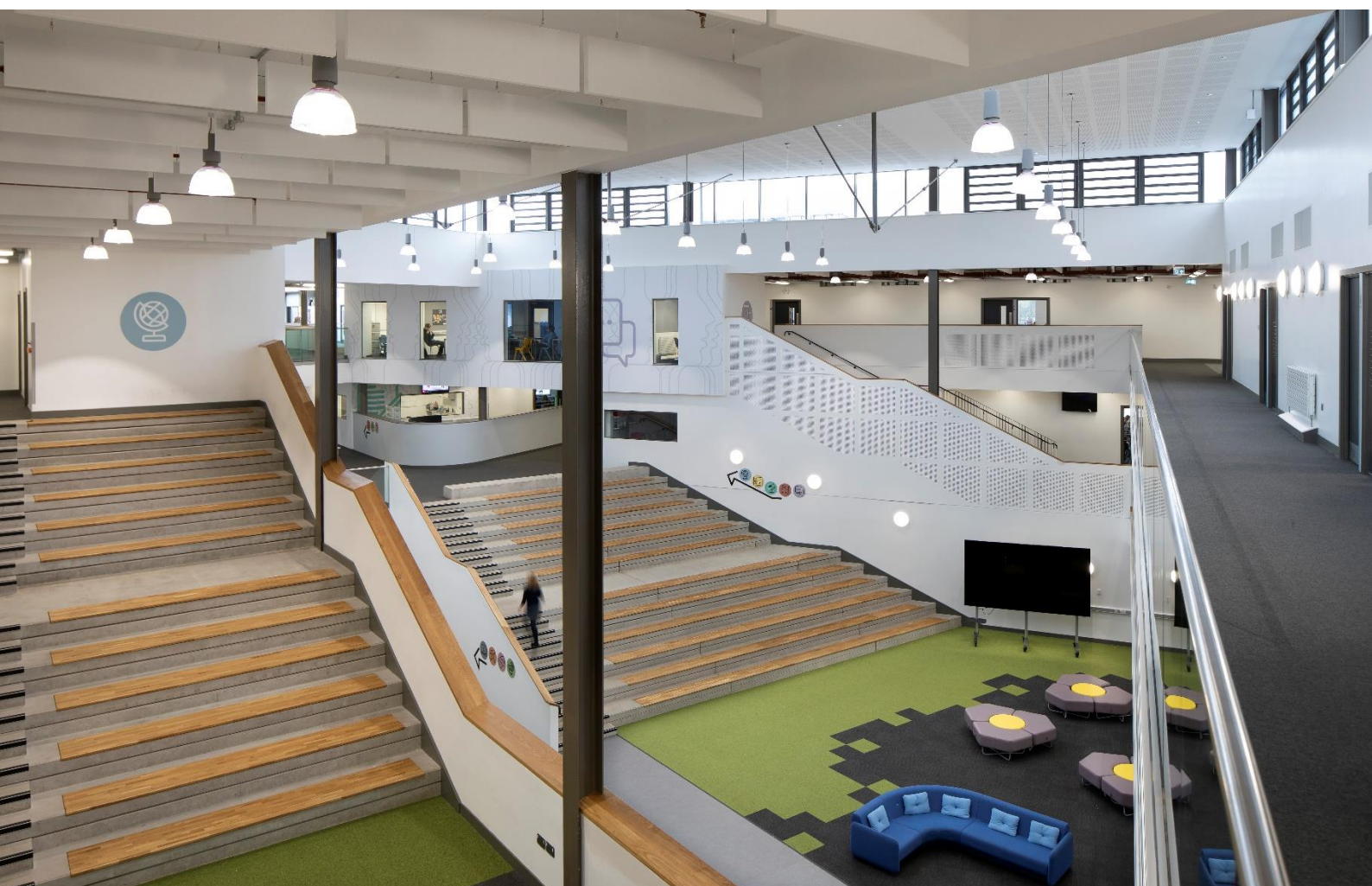


# Consent booklet for new students

## Contents:

Parental Consent Form for imagery	Page 2
Biometric Food Hall System	Page 3
Home / School / Student Agreement	Page 4
Hwb Platform Agreement	Page 6
Use of ICT, the internet and mobile phones	Page 7



# Parental Consent Form for imagery

Occasionally, we may take photographs of our students. We may use these images in our prospectus or in other printed publications that we produce, as well as on our website or on our social media or project display boards at our School. We may also make video recordings for monitoring or other educational use.

From time to time, our School may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, online or on televised news programmes.

From time to time, parents/carers will be invited to the School to various activities and events, such as award ceremonies, drama productions, etc. at which parents/carers/others (who have obtained permission) may wish to take photographs/video recordings.

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes.

Please note that websites and social media can be viewed throughout the world and not just in the United Kingdom where UK law applies.

It is important that you note the conditions for use of these photographs below.

## **Conditions of Use**

1. This consent is valid for the period of time your child attends this School.
2. You may, at any time, change your mind by contacting the school.
3. We may re-use photographs or recordings after your child leaves this School.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our prospectus or in other printed publications.
5. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “rugby practice”.
6. We will only use images of children/young people who are suitably dressed, to reduce the risk of such images being used inappropriately.
7. Photographs include those taken of sporting achievements/membership of sporting or other teams or clubs/records of academic achievement/charity events/school trips/Yearbook entries/Councils.
8. If permission has been refused, it is the responsibility of the parent/guardian to advise their child/children that they must not participate in any school photograph. This will also include any of the of the above achievement photographs.

# Biometric system

Please click the admission/consent form if you consent to your child using the biometric systems at Monmouth Comprehensive School for current or future use of cashless catering, library management, printing, door access, lockers, and e-registration systems until he/she leaves the school.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely and permanently deleted by the School.

Parents and carers can withdraw this consent at any time in writing.

## **Important notes for parents and carers**

Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we currently record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and is only used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 2018. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

Current Legislation – The Protection of Freedoms Act 2012

This legislation requires schools to:

- inform parents about the use of the biometric systems in the school and explain what applications use biometrics;
- receive written permission from one parent if the school is to continue processing biometrics for their child;
- allow children to choose an alternative way of being identified if they wish.

Children under 18 who do not have permission will not be able to use existing or new biometrics when using services in the school.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, we will provide reasonable alternative arrangements that allow them to access current and future services.

# Home School Agreement

By clicking the admissions/consent form to confirm this agreement, we commit to forging an effective partnership between school and home that will benefit all students, with each of us clearly understanding what is expected.

A paper copy of this agreement will be forwarded for signatures during the first few days of term.

## **As staff of Monmouth Comprehensive School, we will:**

- Provide a curriculum that meets the needs of all students, enabling them to develop their knowledge and skills to their maximum potential.
- Promote high standards of work and behaviour and build on students' natural curiosity, initiative and talents.
- Be consistent in our application of school expectations and policies.
- Set appropriate homework with clear guidance and a realistic timescale for completion.
- Care for the safety and wellbeing of all students.
- Listen to concerns and complaints and respond to them appropriately.
- Keep students and parents informed about school life and individual student progress.
- Have high expectations of ourselves and students, acting as appropriate role models, treating students and each other with fairness, courtesy and consideration on the principle of Work Hard, Be Kind.

## **As a parent or carer, I will:**

- Ensure that my child attends school regularly and on time.
- Support my child to be fully equipped and with the correct uniform.
- Notify the school immediately of unavoidable absence.
- Let the school know of any problems or concerns that might affect my child at school.
- Take an active and supportive interest in my child's learning and progress, including homework.
- Attend parents' evenings and any other specially arranged meetings to discuss my child's progress.
- Respond to communications from the School and take an interest in appropriate special events.
- Encourage my child to take advantage of opportunities offered, both educational and extra-curricular.
- Support the policies and authority of the School and actively encourage my child to do the same.

**As a student at Monmouth Comprehensive School, I will:**

- Attend regularly and on time, bringing all the books, equipment and kit I need.
- Follow all school expectations and policies.
- Wear correct school uniform and be tidy in my appearance.
- Act as an ambassador for the School on and off the site.
- Complete classwork and homework on time and to the best of my ability; seeking help if I need it.
- Listen attentively and respect learning needs of others.
- Take advantage of opportunities offered, both educational and extra-curricular.
- Behave with common sense, consideration and courtesy.
- Report any form of verbal or physical bullying.
- Take care of school buildings and equipment, helping to keep the environment attractive and free of litter. Respect the property of others.
- Conduct myself according to the School Values and the principle of Work Hard, Be Kind.

# Hwb: the national online learning platform for schools

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

At MCS students use Hwb to access Google Classroom. Google Classroom is the online platform that we use for digital and remote learning as well as some homework. In addition, students access functions such as student surveys through Google Classroom.

## **Core services**

All students in maintained schools in Wales must be provided with a secure log-in to the Hwb platform. This is because mandatory reading and numeracy tests are online and must be completed by each student via the platform. In order to provide your child with a secure log-in, the School will be sending basic information to the Welsh Government. The log-in will allow your child to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information about your child is used, please see <https://hwb.gov.wales/privacy>.

## **Additional services**

Welsh Government can also provide your child with access, via the Hwb platform, to a variety of additional services. These include online learning environments such as Google Classroom, Microsoft Office 365 (including Teams), Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help your child access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

## **Your agreement**

Welsh Government will only provide access to these additional services if you sign the consent in the admission/consent booklet to indicate your agreement.

If you agree, we will tell Welsh Government to provide access to the additional services. Welsh Government will share information about your child with its service provider, including Microsoft and Google Education, in order to enable access to the additional services.

If you do not agree, we will still share information about your child with Welsh Government to set up a secure log-in for the Hwb platform, but your child will not be able to access the additional services.

If you wish to withdraw your consent at any time, please contact the School.

# Use of ICT, the internet and mobile phones

Please read this document carefully. If students fail to follow this guidance, access to the school network/internet may be denied and additional action may be taken.

## **Internet**

You should access the Internet only for study or for school authorised/supervised activities.

Only access suitable material – Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.

Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.

You can never be sure who you are really talking to on the Internet. For these reasons ‘chat’ rooms have been blocked.

People you contact on the Internet are not always who they seem. You should not go to meet someone you only know from the Internet or via email.

Social media sites must be used appropriately. Any inappropriate use of such sites, whether inside school or not, will be dealt with robustly. This includes any derogatory, abusive or discriminatory comments or content being shared or created in relation to any member of the school community.

## **Email**

Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as antisocial on the internet as it is on the street.

Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.

If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for students is strictly forbidden.

## **Mobile phones**

All students are permitted to bring a mobile phone to school, but phones must be put away in a bag or locker throughout the school day. Students are not permitted to use them at all unless given specific permission by a member of staff. Sixth Form students have different expectations given the nature of their study and their requirements as Professional Students, which are set out to them in their induction

Mobile phones are not a requirement for learning; if ICT is required then school laptops will be available.