

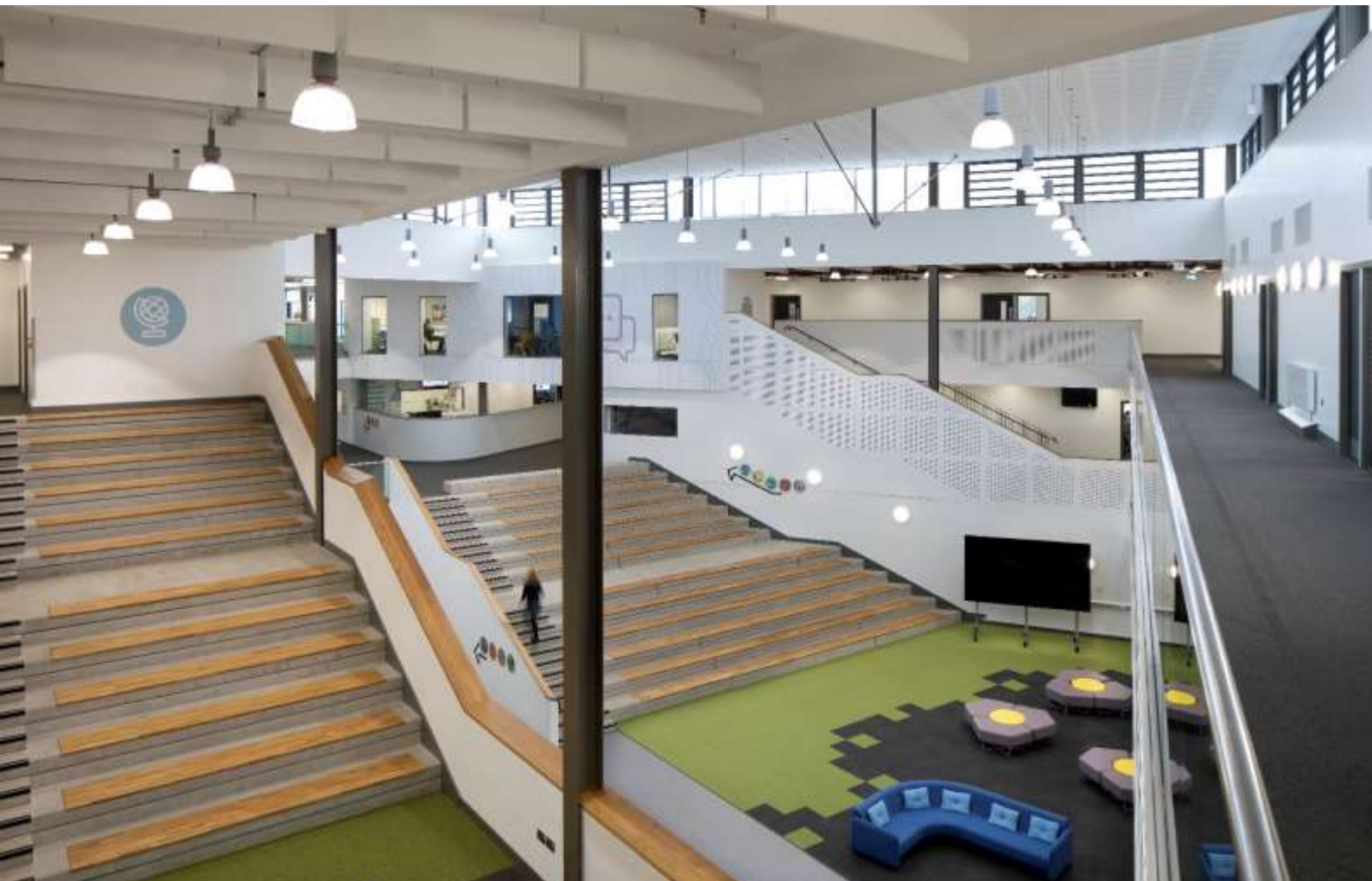


Monmouth | Ysgol Gyfun
Comprehensive School **Trefynwy**

Consent booklet for new students

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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. Pupils 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.

AGREEMENT & SIGNING UP

By ticking the relevant box on the admissions consent form, you agree to the above policy.

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. The acceptance of this agreement is undertaken by being a student, parent/carer or member of staff at MCS.

Whilst disrespectful behaviour from parents and carers is very rare, we have a Code of Conduct in place to safeguard children and staff. This code is also available on our website. We ask that all parents and carers give all members of staff the same level of respect as staff afford them.

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.
- Promote and support the importance of wellbeing for all.
- 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 meetings to discuss my child's progress.
- Respond to communications from the School and take an interest in relevant events.
- Encourage my child to take advantage of opportunities offered, both educational and extra-curricular.
- Support the policies and authority of the School, abiding by the Code of Conduct, 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, including instructions from staff without delay.
- Be positive, polite and kind to others.
- Behave with common sense, consideration and courtesy.
- 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, work hard and respect learning needs of others.
- Take advantage of opportunities offered, both educational and extra-curricular.
- 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 pupils 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.

AGREEMENT & SIGNING UP

By ticking the relevant box on the admissions consent form, you agree to the above policy.

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

Student ICT Acceptable Use Policy (AUP)

School policy

Digital technologies have become integral to the lives of children and young people, both within and outside schools. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Learners should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended to ensure:

- that children and young people will have good access to digital technologies, be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Agreement

Students must use school systems in a responsible way to ensure that there is no risk to their safety or to the safety and security of the systems and other users.

All students must follow the conditions described in this Acceptable Use policy of Monmouth Comprehensive School when using both school and personal ICT devices and accounts. Students will be provided with guidance by staff in the appropriate use of these electronic resources, but any use of a Monmouth Comprehensive School account remains the responsibility of the particular user.

Conditions of Use

Student access to the networked resources is a privilege, not a right. Students will be expected to use the resources for educational purposes only. It is the personal responsibility of every student to take all reasonable steps to make sure they follow the conditions set out in this and any other Acceptable Use Policy.

Acceptable Use

Students are required to use the school network systems and personal devices in a responsible manner. The following are requirements from all students:

- Acceptance that the school will monitor student use of IT systems, devices and digital communications
- Students will only access websites that are appropriate and have been agreed by their teacher.
- Students will use appropriate language when using ICT and will act in accordance with the schools' expectations and the advice given in this policy. Illegal activities of any kind are strictly forbidden.

- Students will not use electronic devices to record any student or adult activities (e.g. sound, photos, and videos) without explicit written consent.
- Students will not upload to the internet any text, sounds, photos or videos that aim to cause distress to students, teachers or the wider school community.
- Students must not use language that is discriminatory, or that might target any ethnic, religious or other minority group, or that might undermine the dignity and respect of any individual or group.
- Students must not disclose or share personal information about themselves or others when online (this could include names, addresses, e-mail addresses, telephone numbers, age, gender, educational details, financial details etc)
- Students must not share their login details or anyone else's login details (including passwords) with anyone else. Likewise, students must never use other people's username and password.
- Students must be aware of "stranger danger" when they are communicating online
- Students must not attempt to visit websites that might be considered inappropriate or illegal. Students should be aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Students must not attempt to change, damage or destroy any equipment, work of another user on the school network, or even another website or network connected to the school system.
- Students must agree to comply with the acceptable use policy of any other networks that I access.

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Violating the privacy or dignity of other users, including staff, students and other members of the community.
- Creating, transmitting, displaying or publishing any material (text, images or sounds) likely to harass, cause offence, inconvenience, anxiety or distress to any other person.
- Bringing the school into disrepute and / or causing distress to staff, students or members of the wider community.
- Searching for and downloading illegal and inappropriate material.

The School has the right to make decisions based on what it considers to be 'unacceptable use'.

SANCTIONS:

Refusal to follow this policy will be deemed a refusal to follow the rules of the School, and will be dealt with under the relevant policy.

Breaking the Student Acceptable Use Policy may lead to:

- Withdrawal of the student's access.
- Close monitoring of the student's network activity.
- Investigation of the student's past network activity.
- Detention, placing the student in IR, or a fixed term exclusion

- In some cases, criminal prosecution.

Use of Social Media / Cyber Bullying

The school takes the issue of Cyberbullying and the appropriate use of Social Media very seriously. Students should not be accessing Social Media sites at least unless they have reached the minimum age requirement. Facebook, Instagram, Twitter, WhatsApp, Snapchat and Tiktok have a minimum age of 13 years old.

However, we strongly recommend that students either do not have access to Social Media, or that it is restricted and monitored frequently by parents. A majority of bullying issues that come to our attention are either started or made worse by Social Media, and Social Media has been shown to have a very significantly negative effect on student mental health and wellbeing. We will often recommend that students remove themselves from Social Media if issues arise from its use, especially if a student is under the legal minimum age to use Social Media.

THE USE OF ICT AND THE LAW

The use of ICT will always leave evidence no matter where the incident occurred; home computer, school computer, and/or mobile phone. The user will leave a 'digital footprint' that can potentially be used to identify them.

Misusing ICT can be a criminal offence under a range of different laws including:

- The Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Section 127 of the Communications Act 2003
- Public Order Act 1986
- The Defamation Acts of 1952 and 1996
- Computer Misuse Act 1990
- Crime and Disorder Act 1998
- Police and Justice Act 2006

For more advice on using ICT safely please visit the following websites:

www.thinkuknow.co.uk

<https://nationalcollege.com/guides>

AGREEMENT & SIGNING UP

By ticking the relevant box on the admissions consent form, you agree to the above policy.