



Consent Forms – May 2018

Pupil Name:

Registration Group:

We are required by the Government to supply the Department for Education with statistics concerning the country of origin, mother tongue and religious affiliation of all our students. Only statistics are sent, no individuals' names or details are reported and the information is gathered and handled confidentially. Please complete the grid below by placing a tick in the space that applies to your daughter. Please enter only one

Ethnic Origin			
Any other Asian background		Pakistani	
Any other Black background		Refused	
Any other ethnic group		Roma	
Any other mixed background		Traveller of Irish Heritage	
Bangladeshi		Turkish	
Black – African		Turkish Cypriot	
Black Caribbean		White – British	
Chinese		White – Irish	
Gypsy		White and Asian	
Indian		White and Black African	
Italian		White and Black Caribbean	

Religion			
Christian		Muslim	
Catholic		Sikh	
Jewish		No religion	
Buddhist		Other (please specify)	

A first language other than English will be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community. If exposed to more than one language, the language other than English will be recorded.

First Language: (including dialect if appropriate)	
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Please complete all boxes below

Nationality

Date of Entry to UK (If applicable)

Country of Birth

Mode of travel to school (tick one box)

Walk		Train	
Cycle		Car share	
Car/Van		Dedicated school bus	
Taxi		Public bus	

The school is required to hold pupil personal data for regulatory purposes. However, additional information such as language and travel arrangements require consent. The information will only be disclosed to the Department for Education, the Local Authority and approved agencies. MIS users and administrators will have access with appropriate permission levels.

I consent to the school storing the above information for internal use and safe-guarding purposes.

Signed: Parent/Carer Date:

Signed: Pupil Date:

Photography Permission

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website and on other media platforms. We may also make video, webcam and audio recordings for school-to-school conferences, monitoring, music events 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 such as charity fund raising or examination results day. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

The General Data Protection Regulations 2018 give children the rights to make decisions on their own data when they have adequate capacity and understanding. Therefore we require confirmation that your daughter is happy with the following:

Conditions of use

1. This consent relates to images of pupils taken during their time at the school. The use of these may continue beyond this period for those images which are in a current publication, on the website or in a display or which are already in the public domain.
2. The school will be responsible for securely storing all the photographic images (stills and video) at all times to prevent misuse, theft etc.
3. We will not use the personal details or surname of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without prior consent.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without specific consent.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

I give permission for images of me to be used as stipulated above.

I do not give permission for images of me to be used. I will ensure that I advise any photographer that I am not happy to be included in any photographs or films.

Signed..... Pupil Date:

Signed..... Parent/Carer Date:

Biometric System: Consent Required

At Bishop's we use an electronic system which uses biometric recognition technology to enable your daughter/son to:

- **Pay for items from our popular school canteen** and café which offer a wide range of fresh food and drinks for breakfast, at break and for lunch. Our Wisepay payment system interfaces with this and will enable you to put funds on your child's catering account and all new parents are provided with a user name and password (please contact the Finance Office should you need any support).
- **Print, scan or copy documents** from one of the school's multi-functional printers.

Notification of intention to process biometric information

The information from your daughter/son that we wish to use is referred to as "biometric information" and under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent and obtain the written consent of at least one parent before being able to use this biometric information for an automated system.

Biometric information and how it will be used

The school would like to take and use information from the student's fingerprint for the purpose of providing her/him with the means to pay for items in the canteen and for printing purposes. The automated recognition system will take measurements of a fingerprint and convert this measurement into a code which is stored on the system. It is not possible to create a fingerprint image from the data that is stored.

Bishop's Hatfield Girls' School:

- Cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s)/pupil
- Must ensure that the information is stored securely
- Must tell you what it intends to do with the information
- Cannot disclose personal information to another person/body.

Please note that the school will only share the information with Live Register, our supplier of biometric systems as this is necessary in order to use the system. The data is held securely by the school as required under the General Data Protection Regulations 2018.

Benefits of the system for catering

- There is no need to carry cash (although cash may be credited to the account using the cash loader if required) and therefore pupils experience quicker service
- Parents can view their daughter's account to top up and see what has been purchased
- A limit of £7 per day keeps costs under control (this can be set lower on request)
- The canteen is able to better track sales and tailor menus

Please see the FAQ sheet on our website for more information.

Benefits of the system for printing

- Pupils are provided with a monthly printing credit limit and can use any printer to release documents
- There is no need to type in the full user name and password therefore speeding up printing services
- Pupils experience shorter queues.

To comply with General Data Protection Regulations 2018 it is essential that the school receive consent to hold this information. Consent may be withdrawn at any time by notifying the school in writing.

CONSENT FORM:

Having read the guidance above I give consent to fingerprint information being used as part of an automated biometric recognition system.

Signed: Pupil Date:

Signed: Parent Date:

Online Safety Acceptable Use Agreement

- I will only use school IT equipment for school purposes.
- I will not download or install software on school IT equipment.
- I will only log on to the school network, other school systems and resources using my own school user name and password.
- I will not reveal my passwords to anyone other than a parent/carer.
- I will not use my personal email address or other personal accounts on school IT equipment.
- I will make sure that all my electronic communications are responsible and sensible.
- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police if necessary. I know it is essential that I build a good online reputation.
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately, to a member of staff if I am in school or parent/carer if I am not in school.
- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will report immediately any request for personal information, to a member of staff if I am in school or parent/carer if I am not in school.
- I should never post photographs, videos or livestream without the permission of all parties involved.
- I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- I will be respectful to everyone online; I will treat everyone the way that I want to be treated. I will ensure that all my online activity, both in and outside school, will not cause distress to anyone in the school community or bring the school into disrepute.
- I will not respond to hurtful behaviour online but will report it. I have the right to block and will say no to any inappropriate or upsetting request.
- I will respect the privacy and ownership of others' work on-line and will adhere to copyright at all times.
- I will not attempt to bypass the internet filtering system in school.
- I will not assume that new technologies can be brought into school and will check with staff before bringing in any device.
- I will not lie about my age in order to sign up for age inappropriate games, apps or social networks.
- I understand that not everything I see or hear online is true, accurate or genuine. I also know that some people on the internet are not who they say they are and may have ulterior motives for assuming another identity that will put me at risk. I will gain permission from parents/carers before arranging to meet someone I only know on the internet.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules, teachers will investigate, I may be disciplined and my parents/carers may be contacted. If I break the law the police may be informed.

Dear Parent/Carer,

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all pupils to be safe and responsible when using any IT. It is essential that pupils are aware of online risk, know how to stay safe and know where to go to report problems and access support.

Pupils are expected to read and discuss this agreement with you and then to sign below as indicated and to follow the terms of the agreement. Any concerns or explanation can be discussed with Mr A Dudley – Deputy Headteacher.

Please can you also sign and return the parent/carers agreement below.

This document will be kept on record at the school.

Pupil agreement

Pupil name.....

I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.

Pupil signature.....

Parent/s Carer/s agreement

Parent/s Carer/s name/s.....

I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child. I/we agree to support them in following the terms of this agreement.

I/we also agree not to share school related information or images online or to post material that may bring the school or any individual within it into disrepute.

(Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents.)

I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. I/we understand that when on school premises but not in a designated area where phones can be used, they must be switched off and out of sight.

Parent/Carer signature/s

Date

General Data Protection Regulations (GDPR) 2018

Bishop's Hatfield Girls' School complies with the regulations set out in GDPR 2018. The data collected in this booklet will be held electronically on MIS software and may be accessed by or shared with school staff, the Department for Education, the Local Authority, the software providers, approved agencies and RM Education for educational, safe-guarding and operational purposes. The information will not be shared with other third parties without further consent.

Consent may be withdrawn at any time by writing to the school. The school will make every endeavour to implement this change as quickly as possible. Please note that consent is not required for data which is held for statutory, child protection and safe-guarding purposes.