



PLEASE READ CAREFULLY: What you are Giving Consent For in Edulink?

Five consents need to be “checked” in Edulink. This document is explaining what you are giving consent for. Please read it carefully and contact the school if you have any questions. Boxes need to be checked for:

1. Biometric finger print consent (for cashless catering payments)
2. Paracetamol consent
3. Photo consent
4. Agreement to the ICT acceptable use policy (you and your child)
5. Emergency Consent

1. Biometric Finger Print Consent

At The King’s School, we operate a cashless catering system, which has worked successfully over a number of years.

Students usually have the choice of either paying with a card that contains a contactless chip in to identify students and make payments or their fingerprint as the identification and payment method. The fingerprint stored is not an image. When the finger is scanned in, a long sequence of numbers and letters are stored. These cannot be changed back into an image. Only the number and letter sequence is recognised by the reading machines.

For the past two years, we have not used the biometric thumbprint due to the pandemic but it is likely that we will revert to this system when it is safe to do so. In September, all students will be given a card linked to their account but it is likely that we will revert to the thumbprint at some point in the future when it is safe to do so.

As per current legislation, we are operating an ‘Opt In’ policy and therefore require you to “CHECK” the permission box in Edulink. We are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child’s biometric information for an automated system. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child’s biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

Further information on the biometric system that should address any questions you may have can be found on our website in the Parents / Payments menu

If you give consent to the processing of your child’s biometric information please check the permission box via Edulink. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

2. Paracetamol Consent

On occasions, we are able to administer paracetamol to students. We require parental permission to do this and would ask you to sign below if you are happy for your child to be given paracetamol within recommended guidelines. We will contact you if we feel there is a cause for concern. A record is kept.

3. Photo Consent

Many of you will be aware that a new piece of legislation for data protection has been brought in by the government that came into effect on the 25th May 2018. In response, the school has established and published a new data protection policy, which is available on our website, and a Privacy Notice that details how we use students’ personal data to meet our official responsibilities as a school.

A key part of the new legislation is that a student aged 13 years old or above is deemed capable of providing consent to the processing of their own data. Most of our data processing does not require

consent; however, a specific area where we are required to gather specific consent is the use of photographs. As your son/daughter is under 13 years old, we would ask that you complete details below giving your consent for the use of photos and images.

The use of photos and videos in modern school life are a fantastic way of celebrating student achievements and although no student will be disadvantaged by not providing the consent below we would encourage all parents and carers to provide the consent where they feel they can as it will allow us to maintain the diverse and vibrant way of celebrating individuals and school successes. There are a number of times during a student's time in school that photographs or videos may be taken of individuals or groups of individuals. This ranges from the formal photos used for school records through to sporting events that may be photographed or filmed to celebrate success in the newsletter or online. We use these images and footage as part of our school displays, assemblies, newsletters and sometimes in other printed and online publications including the school website, Facebook page and Twitter account.

Under the General Data Protection Regulations, we are required to ask for consent from parents/carers of all students aged 12 and under for all photos that are not taken to meet our official functions in the public interest. Please could you review the consents below and tick whether you consent or not to each of the photograph/video uses:

- I give consent for my child to be photographed by a professional company and be provided with the opportunity to purchase those photos. (If consent not given, the photo will still be taken but its use will be limited to the school's official functions)
- I give permission for my child's photographs / videos to be used within school for display purposes.
- I give permission for my child's photograph to be used in publications (paper and online) celebrating the work of the school and its students. This could include our website, Facebook, Twitter, Instagram, newspapers and other outlets.
- I give permission for my child's photograph to be used in school marketing material such as prospectuses, website photography and advertising. This will be limited to specifically marketing the school and no third parties but may be used after the individual has left the school

The consent is valid until your child reaches the age of 13. When your child reaches that age, the school will seek the same consent from them, which will override any parental consent given. While your child is 12 years old or under you may withdraw your consent at any time by notifying the school via email to office@thekings.devon.sch.uk or by notifying Student Support.

4. ICT Acceptable Use Agreement. PLEASE GO THROUGH THIS WITH YOUR CHILD.

1.0 Using technology in School

- I will only use ICT systems, e.g. computers, laptops and tablets, which I have been given permission to use.
- I will only use the approved email account that has been provided to me by The King's School.
- I will not store or use any personal data relating to a student or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to my classroom teacher.
- I will delete any chain letters, spam, and other emails from unknown senders without opening them.
- I will ensure that I gain permission from my classroom teacher before accessing learning materials, e.g. source documents, from unapproved sources.
- I will not share my passwords, e.g. to my school email address, with anyone.
- I will not install any software onto School ICT systems unless instructed to do so by a member of staff.
- I will only use recommended removable media, e.g. encrypted USB drives, and I will keep all school-related information stored on these secure.
- I will adhere to the e-safety guidelines I have been taught.

- I will only use the School's ICT facilities to:
 - Complete homework and coursework, and to prepare for lessons and exams.
 - Undertake revision and research.
 - Gather or process information for extra-curricular activities, e.g. creating the School newsletter.

- I will not use the School's ICT facilities to access, download, upload, send, receive, view or display any of the following:
 - Illegal material.
 - Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the School.
 - Content relating to a person's sexual orientation, gender assignment, religion, race, disability or age.
 - Online gambling.
 - Content which may adversely affect the reputation of any organisation (including the School) or person, whether or not they are known to be true or false.
 - Any sexually explicit content.
 - Any personal data or information.

2.0 Mobile devices

- I will use School-owned mobile devices, e.g. laptops and tablets, for educational purposes only.
- In line with the "Off and Away" policy, I will ensure that my mobile device is switched off during School hours, and will only use my device to make or receive calls when a member of staff permits me to do so.
- I will seek permission from a member of staff before a School-owned mobile device is used to take images or recordings.
- I will not use any mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and School-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the Wi-Fi system using personal mobile devices.
- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is School-owned.

3.0 Social media

- I will not use any School-owned mobile devices to access personal social networking platforms.
- I will not communicate or attempt to communicate with any staff members over personal social networking platforms.
- I will not accept or send 'friend requests' from/to any staff members over personal social networking platforms.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the School on any social networking platforms, which may affect the School's reputation.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of students, staff or parents, on any online website.
- I will not post any material online that:
 - Is offensive.
 - Is private or sensitive.
 - Infringes copyright laws.
 - Damages the School's reputation.
 - Is an image or video of any staff, parent or non-consenting student(s)

4.0 Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement by students or staff members to a member of staff.
 - I understand that my use of the internet will be monitored and recognise the consequences if I breach the terms of this agreement, e.g. access restriction and/or confiscation of my personal mobile device.
 - I understand that the School may decide to take disciplinary action against me in accordance with the School's behaviour rewards and sanctions policy if I breach this agreement.
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By checking the box, I certify that my child and I have read and understood this agreement and ensure that my child will abide by each principle.

5. Emergency Consent

You are giving your consent for the School to give/arrange emergency medical treatment. If you do not give consent, please e-mail pmarks@thekings.devon.sch.uk to explain your reasons.