

## BOOKING FORM FOR ONLINE U18 2021

Personal Information		
Parent's / Guardian's First Name	Parent's / Guardian's Surname (Family Name):	Phone Number:
Child's First Name:	Child's Surname (Family Name):	Child's Date of Birth:
Child's Gender:	Any special needs or medical conditions?	Child's Nationality:
<input type="checkbox"/> Male <input type="checkbox"/> Female		
<p>I have asked my parents and they have given me permission to complete the under 18's booking form</p> <p>I am the student's parent, and I am completing the form for them</p>		
Course Information		
When would you like the course to start?	Course Name / Type:	
How many weeks?	Child's Level of English	
<p>We require all U18 parents or Guardians to fill out a parental consent form that is attached to this booking form, failure to supply us with this form and all the relevant information will result in your child being cancelled from the course.</p> <p>Please note if your child is part of a closed online group with a school age 16 to 19 years will be in the same online class.</p>		
Tick to confirm: "	<ol style="list-style-type: none"> <li>1. I have read and accept the LanguageUK Terms and Conditions below</li> <li>2. I am the applicant (with parent's permission)</li> <li>3. I am the applicant's parents/guardian</li> <li>4. I understand that I must give 24 hours' notice to cancel my child's lesson. If the cancellation is made less than 24 hours that I will be liable for the full payment of the lesson.</li> </ol>	
Name of the person responsible for paying the fees:		
Signature (required):	Date:	
For Office use only: <input type="checkbox"/> Academic <input type="checkbox"/> Invoice		

## ON-LINE PARENTAL PERMISSION FORM U18 2021

We want to make sure that your child is safe and happy while studying online. To help us, we ask you (the parent or legal guardian) to complete this form for any student aged under 18. Please note that the student will not be able to start the course until the form is received by LanguageUK.

We, the parents/guardian's consent that our son/daughter can take part in an online language course at LanguageUK.

We promise to keep this information secure and will only give it to people who are directly involved in caring for your child on a need-to-know basis. We will not pass on any details to 3rd parties to be used in marketing.

### 1. Personal Details and Emergency Contact Information

To be completed for all students under the age of 18

Student name

Male or Female

Date of Birth

Parent/Guardian 1 Name

Parent/Guardian 1 contact number

Parent/Guardian 2 Name

Parent/Guardian 2 contact number

Email address of parent/guardian

I agree that my son/daughter will attend an online course at LanguageUK and agree that he/she will follow the rules and regulations of the school.

### 2. Any extra help we need to provide (for example because of a disability):

To be completed for all students under the age of 18

**Is there anything else you think we should know?**

### 3. Information for Parents and Carers:

To be completed for all students under the age of 18

**All questions on the consent form must be completed and signed by the parent or carer before any child takes part.**

Parents and carers must ensure they notify us of any changes to the information given on the form.

Parents and carers must make sure their children are on line 10 minutes before the class starts.

**Any lesson a student books and fails to attend for 20 minutes after the scheduled start time will be abandoned and will still be deducted from his/her allocation.**

LanguageUK online services currently provide:

- individual email accounts for all students
- access to the learning materials, with all reasonable care taken by LanguageUK to monitor and control access to the online teaching and learning services such as using Notebook
- digital resources and online learning activities
- access to online file storage and sharing services

**ONLINE ACCOUNT DETAILS:**

**STUDENTS FIRST NAME:**

**STUDENTS LAST NAME:**

### 5. I agree please tick

Please complete details below

**(print name) give my full permission for my Son/Daughter to attend online lessons with LanguageUK.**

My child taking part in the stated online class.

My child taking part in the stated online activity.

LanguageUK keeping a record of this form.

My child being filmed or photographed during the class.

Photographs/media recordings may be used for publications or marketing publicity.

The lessons being recorded (please note recordings cannot be accessed by anyone, only key staff members.

**Note:** if consent is not given, LanguageUK will not use any images taken during the class that contain the child/young person.

I understand that my child needs to follow the behaviour code and any safety rules so that LanguageUK can keep them and other children safe.

- Do you give permission for your child to have an online account?      Yes      No

I agree to and understand the responsibilities my child has using the online services provided at LanguageUK for educational purposes.

I also understand that if my child breaks any of the rules in the agreement, that LanguageUK may take disciplinary action.

- Please note if your child is part of a closed online group with the same school, age 16 to 19 years will be in the same online class.

**Note: while every reasonable effort is made by LanguageUK to prevent student exposure to inappropriate online content when using LanguageUK Services, it is not possible to eliminate the risk of such exposure. LanguageUK cannot filter Internet content accessed by your child from home or from other locations. LanguageUK recommends the use of appropriate Internet filtering software.**

## 6. Teachers and Staff:

**Please note all our staff and teachers have had many years of experience. They are all DBS Enhanced checked for suitability for people working with children and adults and are all qualified in Prevent and Safeguarding Level 1 to 3.**

A **DBS check** is a record of a person's criminal convictions and cautions – carried out by the Disclosure and Barring Service.

We ensure privacy settings are enabled to the most secure setting. Any geolocation capabilities must be switched off and our users are instructed not to share photos, last names, addresses or other personal information.

One-to-one contact between our teachers and children is not allowed. Teachers will never contact students privately, and there should be measures in place to enable moderation of communications, including random spot checks by our Designated Safeguarding lead. All our teachers and staff have been made aware of how to report concerns regarding the misuse of digital/online products. All our teachers, and administrators must complete relevant training to ensure they understand online risk and know how and when to report concerns.

Title	LanguageUK School Student Acceptable Use Agreement for U18 2021
Statement	<p>The internet is a powerful tool giving great opportunities to everyone. Most things about the internet are good; some are not so good.</p> <p>This agreement aims to keep under 18 students safe online when they join a course at LanguageUK. LanguageUK has online safety measures (<i>e.g., filters, passwords, monitoring of online activity, etc.</i>) to help protect students.</p> <p>All under 18 students need to be responsible online, use the internet legally and follow these rules.</p>
Acceptable Use Agreement	<p>I will be responsible in my online behavior whilst on a course at LanguageUK. I will not do anything that might risk</p> <ul style="list-style-type: none"> <li>* my own safety</li> <li>* the safety of other users (students, staff, homestays) connected to the school</li> <li>* the safety and security of the School's or other users' systems.</li> </ul>
My Safety	<ul style="list-style-type: none"> <li>* I understand LanguageUK will monitor my online behaviour</li> <li>* I will not share my username or password, or use another person's username or password</li> <li>* I will be aware of 'stranger danger' online and not share personal information (<i>e.g., contact details</i>) about myself or others online</li> <li>* I will not meet anyone off-line who I have met online unless I have staff or a homestay with me</li> <li>* I will immediately report to staff or homestay, any unpleasant or inappropriate material or messages that make me feel upset or unhappy.</li> </ul>
Proper (legal) online activity and school rules.	<ul style="list-style-type: none"> <li>* I will only use personal devices (mobile/iPhone, USB devices etc.) and school devices at times allowed in the school rules</li> <li>* I will not create, access (download or upload), share or store any illegal or inappropriate material, using my own or the school's equipment while on the course at LanguageUK</li> <li>* Illegal and inappropriate online materials include: <ul style="list-style-type: none"> <li>- gambling, pornography, age-rated games/films, websites, or games showing violence, any sort of extremism or being unkind to others (intolerance) based on race, religion, disability etc., sending or receiving words or pictures about sex, accessing and not paying for music and films that are protected</li> </ul> </li> <li>* I will not install or store programmes on school or other users' equipment that will alter or affect that equipment.</li> </ul>
My behaviour	<ul style="list-style-type: none"> <li>* I will act as I want others to act towards me</li> <li>* I will not access, copy, remove or alter other people's or the school's online materials or settings without their permission</li> <li>* I will be polite when I communicate with others online. I will not use unkind, angry, or bad language in texts, emails, or any other online messages.</li> <li>* I will not take, send, or share on social media, pictures of anyone without their permission</li> </ul>
I am responsible	<ul style="list-style-type: none"> <li>* I understand that I have broken the LanguageUK rules if my online behaviour does not follow this Agreement and that I can be disciplined. If it is serious (<i>e.g., breaking UK law</i>) I might be sent home or taken off the online course.</li> <li>* This Agreement includes my time in school and away from school for the duration of the course, particularly my behaviour to other members of the school community</li> </ul>
Student signature	<ul style="list-style-type: none"> <li>* I understand this Agreement and that it is important</li> <li>* I will follow it when using my own equipment (<i>e.g., phones / cameras / all other technology equipment</i>), always during the course.</li> </ul> <p><b>Name:</b> <span style="float: right;"><b>Signed</b> <b>Date</b></span></p>
Parent signature	<ul style="list-style-type: none"> <li>* I understand this Agreement and have helped my child understand his/her responsibilities and the importance of acting safely and legally online. I accept that this Agreement is part of LanguageUK rules for under 18s</li> </ul> <p><b>Name:</b> <span style="float: right;"><b>Signed</b> <b>Date</b></span></p>

## Acceptable Use Agreement for very young U12

<p>Be safe online</p>	<ul style="list-style-type: none"> <li>* I will be careful when I am online</li> <li>* I will not tell people my name or anything about me or send pictures of me if I do not know them</li> <li>* I will not take or send pictures or other people unless they say it is OK</li> <li>* I will not use another person's iPhone/laptop/game machine</li> <li>* I will only use kind and good words in my messages</li> <li>* I will not send pictures or messages that make another person sad or unhappy</li> <li>* I will tell my teacher/homestay if I get any messages or pictures that make me sad or unhappy</li> <li>* I will not look at any websites or pictures if they show people being violent or unkind.</li> <li>* If I am not sure about anything online or how to be safe, I will ask my teacher / homestay for help</li> </ul>
<p><b>Student signature</b></p>	<p>* I know I must follow the rules about being safe online and I will while I am on the course at LanguageUK</p> <p><b>Name:</b> <span style="margin-left: 150px;"><b>Signed</b></span> <span style="margin-left: 150px;"><b>Date</b></span></p>
<p><b>Parent signature</b></p>	<p>* I understand this Agreement and have helped my child understand his/her responsibilities and the importance of acting safely and legally online. I accept that this Agreement is part of LanguageUK rules for under 18s</p> <p><b>Name:</b> <span style="margin-left: 150px;"><b>Signed</b></span> <span style="margin-left: 150px;"><b>Date</b></span></p>