



ON-LINE PARENTAL PERMISSION FORM

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:

STUDENTS PREFERRED NAME:

4. Code of Conduct in class: (to be signed by the student)

Although our classroom environment is virtual (online), the standards of behaviour are as important as they are in brick and mortar schools. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behaviour is expected. To ensure that all our students understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with LanguageUK staff, and other LanguageUK students, as well as their individual actions.

A breach of the code of conduct may lead to a learner being excluded from the programme of learning.

LanguageUK must make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

You should:

- cooperate with others
- be friendly
- listen to others
- be helpful
- have good manners
- treat everyone with respect
- take responsibility for your own behaviour

- turn up to lessons on time
- respect each other's differences

Follow the e-safety policy and agreement when using the internet, social networking sites, mobile phones

report anything that worries or concerns them to Verity Sessions or Claire Roberts safeguarding officers for LanguageUK verity@languageuk.co.uk croberts@languageuk.co.uk

Please note child protection procedures will be followed.

- join in and have fun!

You shouldn't:

- be disrespectful to anyone else
- bully other people (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone.

use equipment to be abusive or to cyberbully – for example, by using mobile phones to send nasty messages, taking and sharing photos without permission, sending nasty emails, or “trolling” (leaving unkind comments on a webpage or social network profile).

Sign:

Date:

5. 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.

6. I agree please tick

Please complete details below

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

- My child taking part in the stated on line class.
- My child taking part in the stated on line 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 (circle one)
- 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.

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 completely 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.

Here you can find all the links to parental guidance for Microsoft teams 365:

https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software?ef_id=EAAlaQobChMIwdWI5rGD6gIVBLDtCh1VSgfDEAAAYASAAEgKLnPD_BwE:G:s&OCID=AID2000956_SEM_EAAlaQobChMIwdWI5rGD6gIVBLDtCh1VSgfDEAAAYASAAEgKLnPD_BwE:G:s

<https://support.office.com/en-us/article/turn-on-parent-and-guardian-access-for-onenote-class-notebook-it-admins-dc15e180-e447-4e09-ba79-6ad07f6a54e8>

E safety awareness:

For general e-safety awareness use an age-appropriate video; there are many available online, for example,

<https://learnenglishteens.britishcouncil.org/uk-now/video-uk/online-safety-tipsraising>

Or access advice from the NSPCC and O2 <https://www.net-aware.org.uk/online-safety-lockdown/>

Reporting on-line:

If you have fallen victim to **cybercrime**, click on the link below to be redirected to the reporting website of your country. Reporting mechanisms vary from one country to another. In Member States which do not have a dedicated online option in place, you are advised to go to your local police station to lodge a complaint. If you need to report any abuse or concerns, please contact our Designated Safety lead on verity@languageuk.co.uk

<https://www.europol.europa.eu/report-a-crime/report-cybercrime-online>

<https://www.saferinternet.org.uk/advice-centre/need-help>

<https://report.iwf.org.uk/en/>

<https://www.gov.uk/report-terrorism>

<https://www.report-it.org.uk/>



CHILDREN ONLINE SAFETY

Cyberbullying is when someone uses technology, like the internet or a mobile phone, to deliberately hurt, humiliate, harass, intimidate or threaten someone else. It is different from bullying at school or in the community because it can happen at any time of the day or night and it may feel like you can't get away from it. This may leave you feeling scared and unsafe at home.

We've created top tips on how to deal with cyberbullying, how to stay safe online and how to stay safe using mobile phones.

Staying Safe Online

- 1) Don't post any personal information online – like your address, email address or mobile number.
- 2) Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore.

- 3) Keep your privacy settings as high as possible
- 4) Never give out your passwords
- 5) Don't befriend people you don't know
- 6) Don't meet up with people you've met online. Speak to your parent or carer about people suggesting you do
- 7) Remember that not everyone online is who they say they are
- 8) Think carefully about what you say before you post something online
- 9) Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude
- 10) If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.

Tips for mobile phone safety

- 1) Remember if you are being bullied it isn't your fault and there is nothing so awful that you can't speak to someone about it. Talk to a trusted adult at home or at school.
- 2) Don't reply to any nasty messages you receive.
- 3) Don't reply to a text from someone you don't know.
- 4) Keep the messages you have been sent so you can show them to a trusted adult and make a note of the time and date of the messages or calls you receive.
- 5) Don't answer calls from withheld numbers or numbers you don't recognise, let it go to voicemail.
- 6) Block numbers from people who are sending you nasty messages.
- 7) If you are bullied repeatedly can change your number.
- 8) Don't give your mobile number to someone you don't know.
- 9) Don't send pictures to someone you don't know.

Tips if you're being bullied online

- 1) Tell an adult you trust if you are being cyberbullied
- 2) Don't respond or retaliate to bullying messages – it could make things worse
- 3) Block users who send you nasty messages
- 4) Save abusive emails or messages (or texts) you receive
- 5) Make a note of dates and times you receive bullying messages, as well as details you have of the user's ID and the url.
- 6) Don't pass on any cyberbullying videos or messages – this is cyberbullying
- 7) If you are bullied repeatedly change your user ID, or profile, and use a name that doesn't give any information away about you.

TEENAGERS ONLINE

Teenagers use digital technologies for everyday activities like keeping in touch with friends on social media, relaxing and doing schoolwork. They also go online to look for support for physical or mental health problems, and sometimes to experiment with different ways of expressing themselves. Because they're online so much without your supervision, teenagers need to be able to identify acceptable and unacceptable online content independently. They also need to know how to behave respectfully online and avoid online risks.

Internet safety risks for teenagers

There are three main kinds of internet risks for teenagers.

Content risks

For teenagers, these risks include coming across material that they might find upsetting, disgusting or otherwise uncomfortable, especially if they encounter it accidentally. This material might include:

- real or simulated violence
- pornography
- hate sites
- terrorist sites
- harmful user-generated content like sites about drug use, self-harm, suicide or negative body image.

Contact risks

These risks include coming into contact with adults posing as children online or with strangers who persuade teenagers to meet them in real life, or becoming the victim of online scammers.

Conduct risks

Conduct risks include behaving in inappropriate or hurtful ways, or being the victim of this kind of behaviour. Examples include:

- misusing people's passwords and impersonating people online
- cyberbullying
- sexting
- making unauthorised purchases using other people's financial details
- creating content that reveals information about other people
- having trouble regulating online time, which can develop into problem internet use.

Protecting your child from internet safety risks

Your child is probably an independent internet user now, but you can help her keep building the skills and knowledge she needs to identify and manage internet safety risks.

Here are some basic things you can do to protect your child from internet safety risks:

- Create a family media plan. It's best to negotiate your plan with your child. Your plan could cover things like screen-free areas in your house and what online behaviour is OK.
- Talk with your child about upsetting and inappropriate content. If you can talk with him in an open and non-judgmental way, he's more likely to talk with you if he comes across something disturbing online or has a bad online experience.
- Stay in touch with what your child is doing online and how much time she's spending online. This will help you to spot when your child might be having problems.
- Ask your child to 'friend' you on social media. Younger teenagers might be OK with this, but older teenagers might prefer not to friend you.
- Encourage and remind your child to explore and use the internet safely – for example, it's OK to remind him to check his privacy settings.

Technical internet safety tools like **internet filters can actually increase risk** for children over 14 years. If children are using filters at this age, they might not be developing the skills they need to avoid disturbing content. They might take risks either accidentally or on purpose when they use the internet in unfiltered environments.

Helping your child to identify and manage internet safety risks

It's important to **help your teenage child manage internet safety risks for herself**. This lets your child build digital resilience which is the ability to respond positively and deal with risks they come across online.

You can do this by:

- being a role model for healthy internet use
- talking with your child about online content and behaviour
- reminding your child about privacy and personal information
- teaching your child about online purchases.

It's all about trusting your child to become a responsible digital citizen.

Being a role model for internet use

All children – including teenagers – do as you do, so being a role model for your child is a powerful and positive way to guide your child's behaviour when it comes to internet use.

You can be a role model for safe and healthy screen use by using digital media and the internet in the way you want your child to use it. For example, you might keep internet-connected devices out of bedrooms, or avoid using your phone during mealtimes.

It's also good to model positive technology use like sending supportive messages to friends.

Talking about online content

Talking openly about your own digital media and internet use and encouraging your child to do the same will help your child feel able to talk to you if he has a bad experience online.

You can get your child talking by asking her to explain the apps, games and content she's interested in, so that you understand why she uses them. You might say, 'Snapchat posts disappear quickly, but a screenshot can capture what's been said. Is that right?'

It's good to encourage your child to develop a sense of what he likes and doesn't like online and to defend his choices with friends. For example, you could say, 'It's great that you chose to block that content and didn't get involved in that online argument'.

Talking about online hoaxes and fake news with your child will help her develop the ability to tell whether a website has good-quality information. [Hoax-Slayer](#) is a site that can help you and your child uncover online scams and hoaxes.

This is all part of digital and media literacy.

Taking care with privacy, personal information and personal safety

You can help your child look at and choose appropriate privacy, location and safety settings on any devices, programs or social media that he uses, and explain why this is important. For example, you might say, 'Employers often do online searches to find out about job applicants. Make sure that anything you make public online is OK for future employers to see'.

It's also important for your child to be careful about sharing personal information. Remind your child not to give out her name, address, date of birth or other identifying information to people she doesn't know in person.

And it's a good idea to update 'stranger danger' advice with your child as he moves towards adulthood and comes into contact with online dating. For example, you might say, 'There's always a risk if you go to meet someone you only know online. It can lead to dangerous situations. For example, the person might want to hurt you'.



FIFTEEN APPS

PARENTS SHOULD KNOW ABOUT

MEETME



MEETME IS A DATING SOCIAL MEDIA APP THAT ALLOWS USERS TO CONNECT WITH PEOPLE BASED ON GEOGRAPHIC PROXIMITY. AS THE APP'S NAME SUGGESTS, USERS ARE ENCOURAGED TO MEET EACH OTHER IN PERSON.

GRINDR



GRINDR IS A DATING APP CEARED TOWARDS GAY, BI AND TRANSGENDER PEOPLE. THE APP GIVES USERS OPTIONS TO CHAT, SHARE PHOTOS AND MEET UP BASED ON A SMART PHONE'S GPS LOCATION.

SKOUT



SKOUT IS A LOCATION-BASED DATING APP AND WEBSITE. WHILE USERS UNDER 17-YEARS-OLD ARE UNABLE TO SHARE PRIVATE PHOTOS, KIDS CAN EASILY CREATE AN ACCOUNT USING A DIFFERENT AGE.

WHATSAPP



WHATSAPP IS A POPULAR MESSAGING APP THAT ALLOWS USERS TO SEND TEXTS, PHOTOS, MAKE CALLS AND VIDEO CHATS WORLDWIDE. WHATSAPP USES AN INTERNET CONNECTION ON SMART PHONES AND COMPUTERS.

TIKTOK



TIKTOK IS A NEW MOBILE DEVICE APP POPULAR WITH KIDS USED FOR CREATING AND SHARING SHORT VIDEOS. WITH VERY LIMITED PRIVACY CONTROLS, USERS ARE VULNERABLE TO BULLYING AND EXPLICIT CONTENT.

BADDOO



BADDOO IS A DATING AND SOCIAL NETWORKING APP WHERE USERS CAN CHAT, SHARE PHOTOS AND VIDEOS AND CONNECT BASED ON LOCATION. WHILE THE APP IS INTENDED FOR ADULTS ONLY, TEENS ARE KNOWN TO CREATE PROFILES.

BUMBLE



BUMBLE IS SIMILAR TO THE POPULAR DATING APP 'TINDER' HOWEVER, IT REQUIRES WOMEN TO MAKE THE FIRST CONTACT. KIDS HAVE BEEN KNOWN TO USE BUMBLE TO CREATE FAKE ACCOUNTS AND FALSIFY THEIR AGE.

SNAPCHAT



SNAPCHAT IS ONE OF THE MOST POPULAR APPS IN RECENT YEARS. WHILE THE APP PROMISES USERS CAN TAKE A PHOTO/VIDEO AND IT WILL DISAPPEAR, NEW FEATURES INCLUDING 'STORIES' ALLOW USERS TO VIEW CONTENT FOR UP TO 24

KIK



KIK ALLOWS ANYONE TO CONTACT AND DIRECT MESSAGE YOUR CHILD. KIDS CAN BYPASS TRADITIONAL TEXT MESSAGING FEATURES. KIK GIVES USERS UNLIMITED ACCESS TO ANYONE, ANYWHERE, ANYTIME.

LIVE.ME



LIVE.ME IS A LIVE-STREAMING VIDEO APP THAT USES GEOLOCATION TO SHARE VIDEOS SO USERS CAN FIND OUT A BROADCASTER'S EXACT LOCATION. USERS CAN EARN 'COINS' AS A WAY TO 'PAY' MINORS FOR PHOTOS.

HOLLA



HOLLA IS A SELF-PROCLAIMED 'ADDICTING' VIDEO CHAT APP THAT ALLOWS USERS TO MEET PEOPLE ALL OVER THE WORLD IN JUST SECONDS. REVIEWERS SAY THEY HAVE BEEN CONFRONTED WITH RACIAL SLURS, EXPLICIT CONTENT AND MORE.

WHISPER



WHISPER IS AN ANONYMOUS SOCIAL NETWORK THAT PROMOTES SHARING SECRETS WITH STRANGERS. IT ALSO REVEALS A USER'S LOCATION SO PEOPLE CAN MEET UP.

ASK.FM



ASK.FM IS KNOWN FOR CYBER BULLYING. THE APP ENCOURAGES USERS TO ALLOW ANONYMOUS PEOPLE TO ASK THEM QUESTIONS.

CALCULATOR%



CALCULATOR% IS ONLY ONE OF SEVERAL SECRET APPS USED TO HIDE PHOTOS, VIDEOS, FILES AND BROWSER HISTORY.

HOT OR NOT



HOT OR NOT ENCOURAGES USERS TO RATE YOUR PROFILE. CHECK OUT PEOPLE IN THEIR AREA, AND CHAT WITH STRANGERS. THE GOAL OF THIS APP IS TO HOOK UP.