



Use of Cloud Systems Permission Form

The school uses Microsoft Teams for pupils and staff. This permission form describes the tools and pupil/student responsibilities for using these services.

The following services are available to each pupil as part of the school's online presence in Microsoft Teams.

Using Microsoft Teams will enable your child to collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils and members of staff. These services are entirely online and available 24/7 from any internet-connected computer.

The school believes that use of the tools significantly adds to your child's educational experience.

How your personal data will be stored:

| | | | |
|--|--|---|------------------------|
| This form | Electronic | The data will be shared with the service provider | No |
| Who will have access to this form. | DSL and Safeguarding Team | What data will be shared | No data will be shared |
| Where this form will be stored. | Online in our school system | Who the data will be shared with | N/A |
| How long this form will be stored for. | All forms will be kept until your child leaves St Bernadette's | Who will have access to the data. | Staff and DSL |
| How this form will be destroyed. | Teams accounts will be deleted at the end of each year. | Where the data will be stored. | Online |
| How long the data will be stored for. | 12 Months | How a request for deletion of the data can be made. | Email school bursar |
| How the data will be destroyed. | Deleted | | |

Do you consent to your child Yes/No
to having access to this
service?

Pupil Name:Parent/Carers Name:.....

Signed:Date: