**TEMPLATE LETTER TEXT FOR PARENTAL PERMISSIONS FORM**

Dear parent or carer,

As part of a forthcoming computer programming and space science project distributed by the RAF Young Engage and STEM team, your child will be learning to program a computer using an online software service called Scratch, which they will access online at <http://scratch.mit.edu>. Programming is an important part of learning about technology, and also develops children’s thinking and problem-solving skills. Scratch is used by thousands of schools and other educational organisations all around the world to support students in learning coding.

To enable your child to be able to save and share the programs they create, they will need a Scratch account. This will allow them, their peers and their family to see what they make. They can also view programs created by other people to see how they have been made. The Scratch site lets other users see what students have created, and to leave comments about their work. This is a fantastic way for students to get feedback and can be very encouraging.

**DELETE AS APPROPRIATE BELOW, DEPENDING ON HOW ACCOUNTS WILL BE SETUP:**

**OPTION 1: IF TEACHER ACCOUNTS ARE BEING USED**

We have established a Teacher Account on the Scratch website. With your permission, we will use this account to generate a username and password for your child to use in accessing the Scratch website. Their username and password will contain no personal or other information which would allow them to be identified individually. Our teacher or facilitator will have oversight of the projects that your child is creating, and will support them in the appropriate use of the Scratch service. Our teacher or facilitator will also have the ability to reset the password for the account, or to delete the account if required.

**OPTION 2: IF INDIVIDUAL ACCOUNTS ARE BEING USED**

If possible, we would like you to work with your child to establish a new account on the Scratch website. To make a new account, visit [scratch.mit.edu](https://scratch.mit.edu/) on a PC, Mac, Chromebook or iPad, and click on the ‘Join Scratch’ link in the top right hand corner. You will them be prompted to create a username and password for the new account. Please ensure that these contain no personal information that might identify your child. Make sure also that you record the username and password somewhere safe, and that your child knows the details of the account for use in the forthcoming project. You will need to provide an email address as part of the sign-up, and we strongly suggest that this is an email address for a parent or carer at home, not an from your child. This email address can be used to reset the password if it is forgotten. For information on Scratch’s Privacy Policy, see <https://scratch.mit.edu/privacy_policy>. If creating an account at home is not possible, please contact us to make alternative arrangements.

**Appropriate use of the Scratch website**

The Scratch Team includes a group of moderators who work each day to manage activity on the site and respond to any reports of misuse. When logged in, your child can delete any comments they do not like and can report anyone who is not following the community guidelines. It is extremely rare to see an inappropriate comment on Scratch, but we feel we should let you know that this can occur.

The website has guidelines for use which you agree to when you sign up:

* **Be respectful.** When sharing projects or posting comments, remember that people of many different ages and backgrounds will see what you’ve shared.
* **Be constructive.** When commenting on other’s projects, say something you like about it and offer suggestions.
* **Share.** You are free to remix projects, ideas, images, or anything else you find on Scratch – and anyone can use anything that you share. Be sure to give credit when you remix.
* **Keep personal info private.** For safety reasons, don't use real names or post contact info like phone numbers or addresses.
* **Help keep the site friendly.** If you think a project or comment is mean, insulting, too violent, or otherwise inappropriate, click “Report” to let us know about it

**Permissions request**

We are writing to ask you to: **(DELETE AS APPROPRIATE**)

**(IF TEACHER ACCOUNTS ARE BEING USED)**

* Give permission for to create an account for your child to use on the Scratch website, and for your child to use this account as part of our forthcoming project.

**(IF PERSONAL ACCOUNTS ARE BEING USED)**

* Give permission for your child to use the account you have created with them as part of our forthcoming project.

We also ask that you please help us to reinforce the online safety messages below for your child when using Scratch:

* Keep their password and **personal information private**
* Give **positive feedback** to others
* Recognise **copyright** in terms of acknowledging other people’s ideas
* **Recognise inappropriate content** - consider whether others would find a project or comment mean, insulting, or otherwise inappropriate
* Know how and when to **report inappropriate content** and when deleting a comment is the sensible action

We would suggest that you have a look at the website <http://scratch.mit.edu> to make sure you are aware of how it is used and that you are happy for your child to be part of the Scratch community. They also have a page for parents which may answer any questions you have <http://scratch.mit.edu/parents>.

Thank you for your support. If you have any questions, please do not hesitate to contact us.

Yours faithfully,

NAME HERE

**SAMPLE PERMISSION FORM BELOW**

**Organisation Name:**

**Parent Name:**

**Student Name:**

I hereby give permission for the child named above to participate in the forthcoming RAF Youth Engage and STEM coding and space science project, and to use a Scratch account at **scratch.mit.edu** to save, share, comment and receive feedback on their projects, in accordance with the accompanying letter dated .

**Signed: Date:**