## Use of Email Agreement

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact detail** | | | | | | | | | |
| Name of child: | | | |  | | | | | |
| Name of Parent: | | | |  | | | | | |
| Name of learning mentor: | | | |  | | | | | |
| The email address to be used by the child: | | | |  | | | | | |
| The email address to be used by the learning mentor: | | | |  | | | | | |
| Date: | | | |  | | | | | |
|  | | | | | | | | | |
| **Parent/Carer Consent** | | | | | | | | | |
| I agree for my child, | | |  | | | | | to exchange emails with their | |
| learning mentor, | |  | | | | | . I understand that these emails will | | |
| only be about school work and that the project will ensure that I have access to the learning mentor’s emails at all times. | | | | | | | | | |
| Signed: |  | | | | Date: |  | | |  |
|  | | | | | | | | | |
|  | | | | | | | | | |
| **Child Consent** | | | | | | | | | |
| I understand that I must only use emails for school work with my learning mentor. I understand that my parent/carer and the project must be allowed to see the emails in order to protect my safety. | | | | | | | | | |
| Signed: |  | | | | Date: |  | | |  |
|  | | | | | | | | | |
|  | | | | | | | | | |
| **Learning Mentor Consent** | | | | | | | | | |
| I understand that I must only use emails for communication related to school work with my mentee. I understand that the parent/carer and the project must be allowed to see the emails in order to comply with safety and child protection procedures. | | | | | | | | | |
| Signed: |  | | | | Date: |  | | |  |
|  | | | | | | | | | |