**Classroom Kitchen Online – User Agreement**

It is the responsibility of the school to ensure that its staff are aware of the information and rules outlined in this user agreement. This user agreement is regarding the use of Classroom Kitchen Online (CK Online), a service provided by Innovative Education Ltd.

To use the service, the school and its staff must agree to the following user rules:

1. Access to CK Online is permitted to the subscribed school only, passwords must not be shared with people outside of the subscribed school.
2. Resources must not be shared outside of the subscribed school. All resources are copyrighted regardless of the symbol © being present on the document or webpage.
3. Resources should not be shared on open platforms such as the school website unless the resource notes that this is permitted (i.e. Curriculum Map).
4. In summary of rules 1-3, all use of CK Online is for the internal use of a school only and should not be accessed by anyone outside of the school’s staff.
5. The exceptions of rules 1-4, are the recipes which may be shared with children’s homes as well as any documents necessary for legal purposes (i.e. data collection forms).
6. Educational resources and the included information provided on CK Online are built around the current knowledge of Innovative Education Ltd and its staff. Information can change or be updated, and Innovative Education will strive to keep its resources updated with new findings regarding nutrition and other subjects found on the Classroom Kitchen Online website. Any discrepancy found in regards to the information on CK Online and information provided by outside of the website can be reported to admin@classroom-kitchen.co.uk.
7. Before delivering our sessions, please read the Risk Assessment template provided on the website, an allocated staff member of the school should update this to the school’s individual requirements and ensure that this version is shared and adhered to by all staff and users of CK Online.
8. Before delivering our sessions, please ensure that you feel comfortable with delivery and use the teacher resources provided to assist with training of staff members.
9. Please be aware that any incidents that may occur in a lesson are not the responsibility of Innovative Education Ltd. Classroom Kitchen Online is solely responsible for providing information and resources to assist with the delivery of cooking and nutrition in a school but the final responsibility of how this information is used or understood lies with the user.
10. Any questions and queries that may occur using CK Online, please direct them to admin@classroom-kitchen.co.uk.

**I sign to confirm that the user agreement has been shared with all possible users of the school and that the rules of the user agreement will be adhered to.** (Please note that if any rules are found to be broken, this may result in the loss of access to Classroom Kitchen Online)

School Name (User):

Name (School Staff Member in charge of CK Online):

Signature: Date: