RIX Wiki Registration Form

A RIX Wiki is a private, easy to use website. You can add pictures, videos, sound, documents, maps and links to a Wiki to tell your story. Once you have created your Wiki, you can invite other people, you know and trust, to view your Wiki. Use this form to register for a RIX Wiki License.

RIX Wikis have been created by RIX Research and Media. For more information visit: www.rixresearchandmedia.org

Further information about Wikis in West Sussex can be found on the West Sussex Local Offer here: https://westsussex.local-offer.org/information_pages/367-wiki

*Required
PLEASE COMPLETE ALL BOXES USING CAPITAL LETTERS.

About the Wiki Owner A RIX Wiki has an owner and a keeper. The owner is the person the content belongs to (usually the young person). The keeper is the person who is legally responsible for the Wiki and is over 18 years old. An owner and keeper can be the same person.	
Full Name (of young person) *	
Nursery/School/Academy/College/Service the person attends (if none leave blank)	
The year they were born *	
Local Authority that the young person lives in*	
RIX Wiki Owner Username: This will be generated automatically. West Sussex use the standard protocol of child's first name and surname, all lower case with no spaces, e.g. jamesbrown You will be able to choose a title for your Wiki once allocated.	

Other information (on Wiki Owner)		
Does the user receive any SEN support?	Yes ☐	No ☐
Does the user already have an Education, Health and Care Plan (EHCP) or Statement of SEN?	Yes ☐	No ☐
Is the user in the process of requesting an Education, Health and Care Plan (EHCP)?	Yes ☐	No ☐

Will this Wiki be used for Public information?	
Public Information Wiki (Services) *If this box is ticked your Wiki will be private but with an option that allows the Wiki to be made public at anytime.*	Yes ☐

About the Wiki Keeper

Details of person requesting and responsible for the Wiki (the Wiki Keeper). The Wiki keeper is the person who is legally responsible for the Wiki and is over 18 years old.

Full name *	
Contact email address*	
Full postal address & post code*	
Relationship to Wiki Owner*	
Contact Telephone Number*	

Please tick the boxes and sign to confirm that:

☐ I am over the age of 18

☐ I have read and fully understand the attached terms and conditions and I agree to be bound by them

Signed: Date:

Terms & Conditions	
1. Each new RIX Wiki is requested & registered by a Signatory who has the duty of care for the person with a learning disability who will be using this account or Wiki. It is the Signatory's professional or personal responsibility to ensure that the best interests of the users are fully served.	
2. All new Wiki accounts are automatically created as 'private', which means that they can only be viewed by a person who has login and password details for that Wiki. We recommend that all private documents attached to the Wiki (e.g. school reports, medical statements etc) should always be password protected. The Rix Centre administrator may have access to this information but they will treat it as private and confidential and will not share it with anyone.	
3. The person named above as the person requesting the Wiki on this RIX registration form (the Signatory) will be solely responsible for all the content of the Wiki including information, photos, graphics, video and audio clips, links, files and any other material displayed on the Wiki.	
4. If a Wiki is being used to share information with other people (either by using the 'Invite' feature or in cases of 'Public Information' Wiki's by making the Wiki public) it is the Signatory's responsibility to ensure that only information relevant and appropriate for the intended audience or invited party is shared. Signatories are advised not to share information that is private and sensitive on a public Wiki.	
5. We advise Signatories to ensure that pictures, text, sound or video clips used on the Wiki do not disclose any sensitive personal details for example: o The user's full name – it is a good idea to use just the first name or a nickname o The user's personal address – you should never publish details of the users full home address o Credit card details – never publish your own or anyone else's credit card details o Passport or driving license – never publish photos or videos of your passport or other ID documents	
6. The Signatory confirms that they will not post or reproduce any copyright proprietary information belonging to others without obtaining their prior written consent.	

7. The Signatory will ensure that anyone performing an editorial or administration role in respect of the Wiki has been checked according to your National Legislation.	
8. *For 'Public Information' Wiki's only* – The Wiki setup area has a 'Sharing' option. If the Signatory ticks 'Sharing – Yes' they are choosing to 'publish' the Wiki which will allow anyone to see it online. The Wiki can then be looked at and explored by anyone who knows the web address or who follows a link to it from another website. The Rix Centre will then no longer be able to protect their privacy. It is the Signatory's responsibility to ensure that they only publish the website if they are fully happy to share the information with others. If they are unsure they are advised that they must check with appropriately senior staff in their organisation before they publish. They are advised that they can change the settings at any point and make the Wiki 'private' again.	
9. *For 'Public Information' Wiki's only* - The Signatory confirms that if they make a Wiki website public they do so on the understanding that the Wiki website may be linked to from the RIX Wiki National portal or RIX Wiki Local Area portal websites.	
10. *For 'Public Information' Wiki's only* - When the Signatory makes a Wiki public, anyone will be able to see and access that Wiki content. It is the Signatory's responsibility to ensure that the content shared is legal and does not offend anyone. Do not use pictures, videos, sounds or text that could offend, embarrass or upset someone.	
11. *For 'Public Information' Wiki's only* - The Signatory must ensure that only photographs or videos clips for which he/she has obtained the prior consent of the person (s) featured are used on the Wiki.	
12. The Rix Centre has the right to remove, without notice any content that is seen to be offensive or inappropriate.	
13. RIX Wikis are web-based products. The Rix Centre server is effectively also a site of storage for information. This entails some risk, which is mitigated by the Firewall provision that is provided by an established Internet Provider and our software's encryption and security systems. Whilst every effort is made to ensure data is safe and secure, any information that can be accessed via the internet is subject to some degree of risk from computer viruses or malicious hacking activity. The Rix Centre cannot guarantee against such activity.	