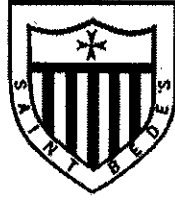


Diocese of Brentwood
St Bede's Catholic Primary School and Nursery
Canon Avenue, Chadwell Heath, Romford, Essex RM6 5RR

Head teacher

Mr Gary Nott B.Ed (Hons)



Tel: 020 8590 1376 **Fax:** 020 8597 7440

Email: admin.stbedes@redbridge.gov.uk

Website: <http://www.st-bedes.redbridge.sch.uk/>

November 2018

To the Families of Pupils in Year 1-Year 5

Dear Family

Please find attached a copy of our Acceptable Use Agreement. Under recent changes in data protection legislation we also need your written consent as parent/carer for any photographs or video recordings to be taken of your child. We have included this as part of the Acceptable Use Agreement.

Please sign the Acceptable Use Agreement form and return to your child's class teacher by **Friday 23 November 2018.**

Yours sincerely

Gary Nott

Gary Nott

Acceptable Use Agreement: Parent/Carer

St Bede's Catholic Primary School and Nursery regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies. We attempt to ensure that all students have good access to digital technologies to support their teaching and learning and we expect all our students to agree to be responsible users to help keep everyone safe and to be fair to others.

Internet and ICT: As their parent or legal carer, I am happy for the school to give my child access to:

- the Internet at school
- the school's chosen email system (www.lgfl.net)
- the school's online managed learning environment (Frontier) plus any educational apps e.g. ActivLearn Primary/Education City etc
- IT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

Use of Digital Images, Photography and Video

I understand the school has a clear policy on "the use of digital images and video" (see overleaf) and I support this.

- I understand that the school will take and use photographs/videos that include my child to use within school premises to support learning activities e.g. as part of the learning record and in displays within school.
- I understand that the school will take and use photographs/video that include my child in school publications that reasonably promotes the work of the school.
- I understand that the school will take and use photographs/video that include my child for use on the school website e.g. for class blogs.

I understand that I may withdraw consent for use of my child's photograph/video at any time by writing to the School Office.

Social networking and media sites:

I understand that the school has a clear policy on "The use of social networking and on-line media" (see overleaf) and I support this.

I will not take and then share online, photographs, videos, etc. of other children (or staff) at school events without permission.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the Internet, online services and digital technology at home. I will inform the school if I have any concerns.

Please read the above and sign and return the form attached. Keep this Acceptable Use Agreement document for your records and future reference.

SAFETY ADVICE FOR PARENTS
THE USE OF DIGITAL IMAGES AND VIDEO

To comply with the Data Protection legislation, we need your permission before we can photograph or make recordings of your child.

We apply the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity; e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their parent / guardian.
- Your child's image being used for presentation purposes around the school; e.g. in class or wider school wall displays or PowerPoint presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website.

For more information, see the policy section on the School website

THE USE OF SOCIAL NETWORKING AND ON-LINE MEDIA

This school asks its whole community to promote the 3 commons approach to online behaviour:

- **Common courtesy**
- **Common decency**
- **Common sense**

How do we show common courtesy online?

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

How do we show common decency online?

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory**. This is **cyber-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school's) reputation in some way or are deemed as being inappropriate will be responded to.

St Bede's Catholic Primary School & Nursery

Acceptable Use Agreement Form: Parents/Carer (Years 1-5)

For signature by parent/carers

Child's name: Class:

Please **tick each box** to confirm you are agreeable to the following:

	Please tick
<ul style="list-style-type: none">I am happy for the school to take and use photographs/videos that include my child to use within school premises to support learning activities e.g. as part of the learning record and in school displays.	<input type="checkbox"/>
<ul style="list-style-type: none">I am happy for the school to take and use photographs/video that include my child in school publications that reasonably promotes the work of the school.	<input type="checkbox"/>
<ul style="list-style-type: none">I am happy for the school to take and use photographs/video that include my child for use on the school website e.g. for class blogs.	<input type="checkbox"/>
<ul style="list-style-type: none">I am happy that my child's photograph will be taken twice a year by the school photographer for purchase by myself.	<input type="checkbox"/>
<ul style="list-style-type: none">I have read, understood and accept the terms set out in the Acceptable Use Agreement document.	<input type="checkbox"/>

Signature:
Parent/Carer

Name:
Parent/Carer

Date:

Please note: you may withdraw consent at any time by writing to the headteacher via the school office or email admin.stbedes@redbridge.gov.uk identifying specifically what you are withdrawing consent for.