



# **Rowlands Gill Primary School**

## **E-Safety Policy**

**Date: May 2016**

**Ratified by Governors: May 2016**

**Review Date: May 2018**





## **APPENDIX A**

### **Image Consent Letter to Parents**

Dear Parent/Carer

We regularly take photographs/videos of children at our school and believe that these can provide a valuable record of children's learning. These may be used in children's learning journeys and profiles, our school prospectus, in other printed publications, on our school website, or in school displays, including digital photo frames.

Occasionally, our school may be visited by the media or third party who will take photographs/videos of an event or to celebrate a particular achievement. These may then appear in local or national newspapers, websites or on televised news programmes.

We recognise that increased use of technology and opportunities for online publishing mean that there is greater potential for accidental or deliberate misuse. We endeavour to minimise risks by putting safeguards in place that will protect your child's interests, and enable us to comply with the Data Protection Act (1998).

Please read and complete the attached consent form (for each child) and return to school as soon as possible. We appreciate that some families may have additional concerns and anxieties regarding protection of the child's identity and therefore request that you inform us, in writing, of any special circumstances either now or at any time in the future that may affect your position regarding consent.

Yours Sincerely,

Headteacher



## **APPENDIX B**

### **Image Consent Form**

Name of the child's parent/carer: .....

Name of child: .....

Year group: .....

**Please read the Conditions of Use on the back of this form then answer questions 1-3 below. The completed form (one for each child) should be returned to school as soon as possible.**

**(Please circle your response)**

1. Do you agree to photographs/videos of your child being taken by authorised staff within the school?  
Yes/No
  
2. May we use your child's image in printed school publications e.g. website/blog and for digital display purposes within school?  
Yes/No
  
3. May we allow your child to appear in the media as part of school's involvement in an event?  
Yes/No

**I have read and understand the conditions of use attached to this form**

Parent/Carer's signature: .....

Name (PRINT): .....

Date: .....



1. This form is valid for this academic year 2015 – 2016
2. The school will not re-use any photographs or videos after your child leaves this school without further consent being sought.
3. The school will not use the personal contact details or full names (which means first name **and** surname) of any pupil or adult in a photographic image, or video, on our website or in any of our printed publications.
4. If we use photographs of individual children, we will not use the full name of that pupil in any accompanying text or caption.
5. If we use the full name of a pupil in the text, we will not use a photograph of that pupil to accompany the article.
6. We will only use images of children who are suitably dressed and in a context that is not open to misinterpretation.
7. Images/videos will be stored according to Data Protection legislation and only used by authorised personnel.
8. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

### **Notes on Use of images by the Media**

If you give permission for your child's image to be used by the media then you should be aware that:

1. The media will want to use any images/video that they take alongside the relevant story.
2. It is likely that they will wish to publish the child's full name, age and the school's name in the caption for the picture (possible exceptions to this are large group or team photographs).
3. It is possible that the newspaper will re-publish the story on their website or distribute it more widely to other newspapers or media organisations.



## APPENDIX C

### Consent Form for Images to be Taken e.g. at a School Production or Special Event

Dear Parent/Carer,

Your child will be appearing in our school production/event name on **<insert date/s>**. We are aware that these events are special for children and their relatives/friends and form treasured memories of their time at school.

We have a rigorous policy in place with regard to taking, using and publishing images of children and you have already signed a consent form stating whether you agree to your child's images/video being used in general circumstances.

Many parents/carers like to take photographs/videos of their children appearing in school productions, but there is a strong possibility that other children may be included in the pictures. In these circumstances, we request specific consent for images/videos to be taken by a third party (i.e. other parents). We need to have permission from all parents/carers of children involved in the production to ensure that they are happy for group images/videos to be taken and I would be grateful if you could complete the slip at the bottom of this letter and return to school as soon as possible.

We would also request that images / videos including other children or adults are not posted online, especially on Social Media sites e.g. Facebook without the specific permission of the individuals included in the footage.

Should any parents / carers not consent, we will consider other options, e.g. arranging specific photo opportunities after the production.

These decisions are not taken lightly, but we have to consider the safeguarding of all our children and respect parents' rights to privacy.

Yours sincerely,

Headteacher

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Child's name: \_\_\_\_\_ Date: \_\_\_\_\_

I agree / do not agree to photographs / videos being taken by third parties at the **<insert event>** on **<Insert date /s>**.

Signed: \_\_\_\_\_ (Parent / Carer)

Print name: \_\_\_\_\_



## **APPENDIX C**

### **ICT Acceptable Use Policy (AUP) – Staff and Governors**

ICT and the related technologies such as e-mail, the Internet and mobile devices are an integral part of our daily life in school. This agreement is designed to ensure that all staff and Governors are aware of their individual responsibilities when using technology. All staff members and Governors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the headteacher.

1. I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
2. I will be an active participant in eSafety education, taking personal responsibility for my awareness of the opportunities and risks posed by the use of technology.
3. I will not use communications devices, whether school provided or personally owned, for bullying or harassment of others in any form.
4. I will not be involved with any online activities, either within or outside school that may bring the school, staff, children or wider members into disrepute. This includes Derogatory/inflammatory comments made on Social Network Sites, Forums and Chat rooms.
5. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
6. I will respect copyright and intellectual property rights.
7. I will ensure that all electronic communications with children and other adults are appropriate.
8. I will not use the school system(s) for personal use during working hours.
9. I will not install any hardware or software without the prior permission of the ICT co-coordinator or the eSafety leader.
10. I will ensure that personal data (including data held on MIS systems) is kept secure at all times and is used appropriately in accordance with Data Protection legislation.
11. I will ensure that images of children and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.
12. I will abide by the school's rules for using personal mobile equipment, including my mobile phone, at all times.
13. I will report any known misuses of technology, including the unacceptable behaviours of others.
14. I have a duty to respect the technical safeguards which are in place. I understand that attempting to breach technical safeguards or gain unauthorised access to systems and services is unacceptable.
15. I have a duty to report failings in technical safeguards which may become apparent when using the systems and services.
16. I have a duty to protect passwords and personal network logins, and should log off the network when leaving workstations unattended. I understand that any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
17. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.



18. I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to confiscate personal technologies such as mobile phones.

19. I will take responsibility for reading and upholding the standards laid out in the AUP. I will support and promote the school's eSafety policy and help children to be safe and responsible in their use of ICT and related technologies.

20. I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

### **User Signature**

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature: .....

Date: .....

Full Name: ..... (PRINT)

Position/Role: .....



## **APPENDIX D**

### **ICT Acceptable Use Policy (AUP) – Students, Supply Teachers, Visitors, Guests etc.**

To be signed by any adult working in the school for a short period of time.

1. I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
2. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
3. I will not use any external device to access the school's network e.g. pen drive.
4. I will respect copyright and intellectual property rights.
5. I will ensure that images of children and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.
6. I will abide by the school's rules for using personal mobile equipment, including my mobile phone, at all times.
7. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.
8. I will not install any hardware or software onto any school system.
9. I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

#### **User Signature**

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature: .....

Date: .....

Full Name: ..... (PRINT)

Position/Role: .....





## **APPENDIX E**

### **ICT Acceptable Use Policy (AUP) – Children**

These rules reflect the content of our school’s eSafety Policy. It is important that parents/carers read and discuss the following statements with their child(ren), understanding and agreeing to follow the school rules on using ICT, including use of the Internet.

- ✓ I will only use ICT in school for school purposes.
- ✓ I will not bring equipment e.g. a mobile phone or mobile games consoles into school unless specifically asked by my teacher.
- ✓ I will only use the Internet and/or online tools when a trusted adult is present.
- ✓ I will only use my class e-mail address or my own school email address when emailing.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- ✓ I will not deliberately bring in inappropriate electronic materials from home.
- ✓ I will not deliberately look for, or access inappropriate websites.
- ✓ If I accidentally find anything inappropriate I will tell my teacher immediately.
- ✓ I will only communicate online with people a trusted adult has approved.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not give out my own, or others’, details such as names, phone numbers or home addresses.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will not arrange to meet anyone that I have met online.
- ✓ I will only open/delete my own files.
- ✓ I will not attempt to download or install anything on to the school network without permission.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.
- ✓ I understand that failure to comply with this Acceptable Use Policy may result in disciplinary steps being taken in line with the school’s Behaviour Policy.

.....**Parent/ Carer**

#### **Signature**

We have discussed this Acceptable Use Policy and

..... [Print child’s name] agrees to follow the eSafety rules and to support the safe use of ICT at **<insert school name>I.**

Parent /Carer Name (Print) .....

Parent /Carer (Signature) .....

Class ..... Date.....

***This AUP must be signed and returned before any access to school systems is allowed***



## **APPENDIX F** **ICT Acceptable Use Policy (AUP) – Parent’s Letter**

Dear Parent/Carer,

The use of ICT including the Internet, e-mail, learning platforms and mobile technologies are integral elements of learning in our school. To make this as successful and as beneficial as possible for all learners, we expect all children to act safely and responsibly when using technology both within, and outside of, the school environment.

In school, we ensure that all resources used by the children are age appropriate and suggest that parents check the terms and conditions for the use of online resources and games to ensure that resources used at home are also age appropriate. This is particularly relevant when using Social Network Sites that incorporate age-restriction policies where the minimum acceptable age is 13 years. Any child who sets up or uses such a site and is below the acceptable age is in clear breach of the site’s privacy policy and / or terms and conditions and therefore we actively discourage this in our school.

The enclosed ICT Acceptable Use Policy forms part of the wider School eSafety Policy and alongside the school’s Behaviour and Safeguarding Policies outlines those principles we expect our children to uphold for the benefit of both themselves and the wider school community.

Your support in achieving these aims is essential and I would therefore ask that you please read and discuss the enclosed ICT Acceptable Use Policy with your child and return the completed document as soon as possible. Signing the School Acceptable Use Policy helps us to maintain responsible use of ICT and safeguard the children in school.

Along with addressing eSafety as part of your child’s learning, we will also be holding Parental eSafety Awareness Sessions during the school year and I would take this opportunity to strongly encourage your attendance wherever possible. Further information on these sessions will be communicated as soon as dates are confirmed.

If you have any concerns or would like to discuss any aspect of the use of ICT in school please contact J.Readshaw our eSafety leader.

Yours Sincerely

Headteacher



## APPENDIX G

### Typical Classroom eSafety Rules (EYFS/KS1)

# Our Golden Rules for Staying Safe with ICT

We only use the Internet when a trusted adult is with us.

We are always polite and friendly when using online tools.

We always make careful choices when we use the Internet.

We always ask a trusted adult if we need help using the Internet.

We always tell a trusted adult if we find something that upsets us.



**APPENDIX H**  
**Typical Classroom eSafety Rules – KS2**

# Our Golden Rules for Staying Safe with ICT

We always ask permission before using the internet.

We only use the Internet when a trusted adult is around.

We immediately close/minimise any page we are uncomfortable with (or if possible switch off the monitor).

We always tell an adult if we see anything we are uncomfortable with.

We only communicate online with people a trusted adult has approved.

All our online communications are polite and friendly.

We never give out our own, or others', personal information or passwords and are very careful with the information that we share online.

We only use programmes and content which have been installed by the school.