



Saint Joseph's Catholic Primary School, Borough

This Acceptable Use Policy (AUP) for Parents covers the use of digital technologies such as PCs, laptops, tablets, mobile phones and other devices used to access the internet.

Internet and computing

As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter / son* access to:

- the internet at school
- the school's chosen email system
- the computing 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/children's computer files and the internet sites they visit at school and if there are concerns about my child's online safety or online behaviour they will contact me immediately.

Digital images (to include photographs and video)

I understand the school has a clear policy on "The use of digital images and video" and I support this.

I understand that the school *may* use photographs / video of my child/children to support learning activities.

I understand that the school *may* use photographs / video that includes my child/children in publicity that reasonably promotes the work of the school, and for no other purpose.

Social media

I understand that the school has a clear policy on "The use of social networking and media sites" and I support this.

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

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

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

.....

Please sign and return to the school office. Keep the rest of the document for your information.

My daughter / son name(s)

Full name (printed)

Parent / guardian signature

Date



Saint Joseph's Catholic Primary School, Borough

The use of digital images and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow 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.

Staff are not allowed to take photographs or videos on their personal equipment, e.g. mobile phones without the express permission of the head teacher. Images will be transferred to the school network at the earliest opportunity.

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.
- 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 film or a document sharing good practice, on our school website.
In rare events, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, actually wanted your child's image linked to their name we or a third party via the school would contact you separately for permission, e.g. if your child won a competition and could be named in local or national literature or on organisation's websites.



Saint Joseph's Catholic Primary School, Borough

The use of social networking and on-line media

This school asks its whole community to promote three common approaches 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 personal information about them online.
- We do not write or upload hurtful, rude or derogatory comments or 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, text messages, etc. By creating or forwarding such materials, we understand that we are all liable under the law.

How do we show common sense online?

- We always think before we click.
- We think before we upload comments, photographs and videos.
- We do not share personal information, such as our names, ages, addresses etc. with people we do not know.
- We think before we download / upload 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 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) reputation in some way or are deemed as being inappropriate will be addressed by the leadership team in the school.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on social network sites, they will be reported to the appropriate 'report abuse' section of the network site. *(All social network sites have clear rules about the content which can be posted on the site)*

In serious cases we will also consider legal options to deal with any such misuse.