

## Pupils e-safety agreement - Feb 2017

### For my own personal safety - everywhere!

- I will ask permission from a member of staff before using the Internet at school
- I am aware of "stranger danger" when on line and will not meet online friends
- I will tell an adult about anything online which makes me feel uncomfortable
- I will not try to bypass the system to reach websites the school has blocked
- I understand that the school may check my files and may monitor the web pages I visit
- When in school I will only contact people with my teachers permission



- I will be very careful when sharing pictures or video of myself or my friends, if I am in school I will always check with a teacher
- I will not put my "Personal Information" online. (My full name, birthday, phone number, address, postcode, school etc.)

### To keep the system safe

- I will only use my own login and password, which I will keep secret
- I will not access other people's files
- I will not play games on a school computer unless my teacher has given me permission
- I will not install software on school computers
- I will not use the system for gaming, gambling, shopping, or uploading videos or music



## Responsibility to others

- The messages I send will be polite and responsible
- I will not upload images or video of other people without their permission
- Where work is copyrighted (Including music, videos and images) I will not either download or share with others.
- I understand that the school may take action against me if I am involved in incidents of inappropriate behaviour wherever their location. If the activities are illegal this may be reported to the police.



## Personal Devices

- The school cannot accept responsibility for loss or damage to personal devices
- It is not normally permitted for pupils to use Mobile Phones (or similar devices) during the school day. However we do have a mobile phone contract that a parent may be asked to sign, should there be an exceptional circumstance where a child is required to have a mobile phone or similar device at school. Any phones that come in my accident or by arrangement with a parent should be handed to Mr. Blindt or Mrs Riley for safekeeping until the end of the school day.
- Other devices (e.g. Games consoles, cameras) should only be brought into school with permission from a teacher.



We understand that your child is too young to give informed consent on his/her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful way to achieve this.

## **Pupils e-safety contract**

Please complete, sign and return to the school secretary

**Pupil:**

**Form:**

### **Pupil's Agreement**

I have read and I understand the pupils e-safety agreement, and will abide by the rules which are designed to keep both myself and the school safe

**Signed:**

**Date:**

### **Parent's Consent**

I have read and understood the e-safety agreement and give permission for my son / daughter to access the Internet at school, and will encourage them to abide by these rules. Children will receive advice on e-safety at school, advice for parents is available at [www.thinkuknow.org.uk/parents](http://www.thinkuknow.org.uk/parents) or by contacting the school. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials.

The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents / carers. The school will seek to work with families to help them to encourage children to adopt safe use of the digital technologies at home.

I will follow the school's guidance on taking and sharing images and video at school events.

**Signed:**

**Date:**

**Please print name:**

## Permission to take and use photographs of children

Sometimes we take photographs of the children. These are mainly used for educational reasons but occasionally we may use these images in our publicity or the school's prospectus or in other printed publications as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our establishment / school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, websites or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 4 below, then sign and date the form where shown.

**PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL AS SOON AS POSSIBLE.**

1. May we use your child's photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purposes?	Yes / No
2. May we use your child's image (unidentified) on our website?	Yes / No
3. May we record your child's image (unidentified) on video or webcam?	Yes / No
4. Do you consent to your child being photographed or filmed in press events agreed by the school?	Yes / No
5. Do you consent to your child's full name being published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name)*** <b>Please see notes at end of document ***</b>	Yes / No

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies*

*Unidentified above means we will only use the first name.*

I have read and understood the conditions of use below

<b>Signed:</b>	<b>Date:</b>
<b>Please print name:</b>	

## Conditions of school use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school or setting. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
2. We, the school, setting or service, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. **As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only.** I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.