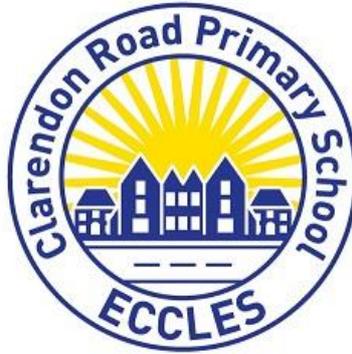


CLARENDON ROAD PRIMARY SCHOOL



Online Safety Policy

Policy Review: *This policy will be reviewed by governors on an annual basis.*

Date of Issue: *February 2015*

Date of Last Review: *September 2018*

Signed:

Signed:

Headteacher

Chair FGB

Date:

Date:

To be reviewed:

September 2019

Contents

Introduction

Keeping Children Safe in Education Summary September 2016

Policy Governance

Roles and Responsibilities

Online Safety Education and Training

Communication devices and methods

Unsuitable / inappropriate activities

Good Practice guidelines

Incident Management

Further information and Support

1. Pupil Acceptable Use Policy

2. Staff, Volunteer, Community User Acceptable Use Policy

3. Use of Images Consent Form

Introduction

This School Online Safety Policy is intended to help school leaders produce a suitable Online Safety policy document which will consider all current and relevant issues, in a whole school context, linking with other relevant policies, such as the Child Protection, Behaviour and Anti- Bullying policies.

The School Online Safety Policy applies to all members of the school community (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school ICT systems and mobile technologies, both in and out of school.

Keeping Children Safe in Education Guidance

Annex C: Online Safety

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm. An effective approach to online safety empowers a school or college to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene in and escalate any incident where appropriate.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- **CONTENT:** being exposed to illegal, inappropriate or harmful material;
- **CONTACT:** being subjected to harmful online interaction with other users; and
- **CONDUCT:** personal online behaviour that increases the likelihood of, or causes, harm.

Filters and Monitoring

Governing bodies and proprietors should be doing all that they reasonably can to limit children's exposure to the above risks from the school or college's IT system. As part of this process, governing bodies and proprietors should ensure their school or college has appropriate filters and monitoring systems in place. Whilst considering their responsibility to safeguard and promote the welfare of children, and provide them with a safe environment in which to learn, governing bodies and proprietors should consider the age range of their pupils, the number of pupils, how often they access the IT system and the proportionality of costs vs risks.

The appropriateness of any filters and monitoring systems are a matter for individual schools and colleges and will be informed in part by the risk assessment required by the Prevent Duty.

The UK Safer Internet Centre has published guidance as to what "appropriate" might look like:

- UK Safer Internet Centre: appropriate filtering and monitoring
- Guidance on e-security is available from the National Education Network-NEN. Buying advice for schools is available here: [buying for schools](#).

Whilst filtering and monitoring are an important part of the online safety picture for schools and colleges to consider, it is only one part. Governors and proprietors should consider a whole school approach to online safety. This will include a clear policy on the use of mobile technology in the school. Many children have unlimited and unrestricted access to the internet via 3G and 4G in particular and the school and college should carefully consider how this is managed on their premises.

Whilst it is essential that governing bodies and proprietors ensure that appropriate filters and monitoring systems are in place, they should be careful that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.

Policy Governance

Consultation with the whole school community has taken place through the following:

- Staff meetings
- School / Student / Pupil Council
- INSET Day
- Governors
- Parents evening
- School website / newsletters

Roles and Responsibilities

This policy applies to all members of the school community (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school ICT systems and mobile technologies, both in and out of school. The following section outlines the roles and responsibilities for Online Safety of individuals and groups within the school:

Governors:

- Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy.

Headteacher and Senior Leaders:

- The Headteacher is responsible for ensuring the safety (including e-safety) of members of the school community
- The Headteacher and another member of the Senior Leadership Team/Senior Management Team should be aware of the procedures to be followed in the event of a serious Online Safety allegation being made against a member of staff

Online Safety Leader:

- Leads the Online Safety committee and/or cross-school initiative on e-safety
- Takes day to day responsibility for Online Safety issues and has a leading role in establishing and reviewing the school Online Safety policies/documents
- Ensures that all staff are aware of the procedures that need to be followed in the event of an Online Safety incident taking place.
- Provides training and advice for staff
- Receives reports of Online Safety incidents and creates a log of incidents to inform future Online Safety developments
- Reports regularly to senior leadership team

Technical Staff:

The ICT Technician/ICT Co-ordinator/Managed Service provider are responsible for ensuring:

- That the school's ICT infrastructure is secure and is not open to misuse or malicious attack
- That the school meets the Online Safety technical requirements outlined in the Salford City Council Security Policy and Acceptable Usage Policy and any relevant Local Authority Online Safety Policy and guidance
- That users may only access the school's networks through a properly enforced password protection policy

Teaching and Support Staff:

Teaching and support staff are responsible for ensuring that:

- They have an up to date awareness of Online Safety matters and of the current school Online Safety policy and practices
- They have read, understood and signed the school staff acceptable use policy/agreement (AUP)
- They report any suspected misuse or problem to the Online Safety co-ordinator/Headteacher for investigation/action/sanction

Designated Safeguarding Lead (DSL)

The DSL should be trained in Online Safety issues and be aware of the potential for serious child Protection issues to arise from:

- Sharing of personal data
- Access to illegal/inappropriate materials
- Inappropriate on-line contact with adults/strangers
- Potential or actual incidents of grooming
- Cyber-bullying

Pupil Welfare Committee

Members of the Pupil Welfare Committee will assist the Online Safety Leader with the production, review and monitoring of the school Online Safety Policy.

Pupils

- Are responsible for using the school ICT systems and mobile technologies in accordance with the Student / Pupil Acceptable Use Policy, which they will be expected to sign before being given access to school systems (*N.B. At KS1 it would be expected that parents/carers would sign on behalf of the pupils*)
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.

Parents/Carers

The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national/local Online Safety campaigns/literature. Parents and carers will be responsible for:

- Endorsing (by signature) the Student/Pupil Acceptable Use Policy
- Accessing the school ICT systems or Learning Platform in accordance with the school Acceptable Use Policy.

Community Users

Community Users who access school ICT systems or Learning Platform as part of the Extended School provision will be expected to sign a Community User Acceptable Use Policy (AUP) before being provided with access to school systems.

Online Safety Education and Training

Education for Pupils

Online Safety education will be provided in the following ways:

- A planned Online Safety programme will be provided as part of the Computing Curriculum and will be regularly revisited – this will cover both the use of ICT and new technologies in and outside school.
- Key Online Safety messages will be reinforced as part of a planned programme of assemblies and tutorial/pastoral activities
- Pupils will be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information

Education & Training for Staff

It is essential that all staff receive Online Safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- Online Safety training forms part of the Local Authority Safeguarding training that all staff must attend every three years.
- A planned programme of formal Online Safety training will be made available to staff. An audit of the Online Safety training needs of all staff will be carried out regularly. It is expected that some staff will identify Online Safety as a training need within the performance management process.
- All new staff will receive Online Safety training as part of their induction programme, ensuring that they fully understand the school Online Safety policy and Acceptable Use Policies

Communication Devices and Methods

The following table shows the school's policy on the use of communication devices and methods. Where it is indicated that the method or device is allowed at certain times, these are clearly outlined in the next table.

Communication Method or Device	Adults	Pupils
Mobile phones may be brought to school	✓	✓ [@]
Use of mobile phones in lessons	✗	✗
Use of mobile phones in social time	✓	✗
Taking photos on personal mobile phones	✗	✗
Use of personal hand held devices e.g. PDAs, PSPs	✗	✗
Use of personal email addresses in school, or on network	✗	✗
Use of school email for personal emails	✗	✗
Use of chat rooms / facilities	✗	✗
Use of instant messaging	✗	✗
Use of social networking sites (except for in own time)	✗	✗
Use of internal school blogs	✓	✓

Key	
✓	Allowed
✗	Not allowed
⚠	Allowed at certain times / with permission

@ Pupil mobile phones may only be on the premises with the consent of the Headteacher and with valid reason. Pupil mobiles should be switched off at all times.

Unsuitable/Inappropriate Activities

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. **The school will monitor online activity using Smoothwall Web Filtering and Internet Safety system provided by RM.** The school policy restricts certain internet usage as follows:

User Actions	Usage
Child sexual abuse images	☒☒
Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation	☒☒
Adult material that potentially breaches the Obscene Publications Act in the UK	☒☒
Criminally racist material in UK	☒☒
Pornography	☒☒
Promotion of any kind of discrimination based on race, gender, sexual orientation, religion and belief, age and disability	☒☒
Promotion of racial or religious hatred	☒☒
Threatening behaviour, including promotion of physical violence or mental harm	☒☒
Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute	☒☒
Using school systems to run a private business	☒
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by SCC and / or the school	☒
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions	☒
Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)	☒
Creating or propagating computer viruses or other harmful files	☒
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet	☒
On-line gaming (educational)	⚠
On-line gaming (non educational)	☒
On-line gambling	☒
On-line shopping / commerce	⚠
File sharing	✓
Use of social networking sites	☒
Use of video broadcasting e.g. YouTube	⚠
Accessing the internet for personal or social use (e.g. Online shopping)	⚠
Using external data storage devices (e.g. USB) that have not been encrypted (password protected and checked for viruses)	⚠

Key	
✓	Allowed
☒	Not allowed
☒☒	Not allowed and illegal
⚠	Allowed at certain times / with permission

Good Practice Guidelines

Email



✓ DO ✓

Staff and students/pupils should only use their school email account to communication with each other



⚠ CHECK ⚠

Check the school Online Safety policy regarding use of your school email or the internet for personal use e.g. shopping



✗ DO NOT ✗

Staff: don't use your personal email account to communicate with students/pupils and their families without a manager's knowledge or permission – and in accordance with the Online Safety policy.

Good Practice Guidelines
Images, Photos and Videos



✓ DO ✓
Only use school equipment for taking pictures and videos.
Ensure parental permission is in place.



⚠ CHECK ⚠
Check the Online Safety policy for any instances where using personal devices may be allowed.
Always make sure you have the Headteacher/SLT knowledge or permission
Make arrangements for pictures to be downloaded to the school network immediately after the event.
Delete images from the camera/device after downloading.



⊗ DO NOT ⊗
Don't download images from organisation equipment to your own equipment.
Don't use your own equipment without Headteacher/SLT knowledge or permission – and in accordance with the Online Safety policy.
Don't retain, copy or distribute images for your personal use.

Good Practice Guidelines

Internet



Best Practice

✓ DO ✓

Understand how to search safely online and how to report inappropriate content.



Safe Practice

 CHECK 

Staff and students/pupils should be aware that monitoring software will log online activity.

Be aware that keystroke monitoring software does just that. This means that if you are online shopping then your passwords, credit card numbers and security codes will all be visible to the monitoring technicians.



Poor Practice

✗ DO NOT ✗

Remember that accessing or downloading inappropriate or illegal material may result in criminal proceedings
Breach of the Online Safety and acceptable use policies may result in confiscation of equipment, closing of accounts and instigation of sanctions.

Good Practice Guidelines
Mobile Phones



✓ DO ✓
Staff: If you need to use a mobile phone while on school business (trips etc), the school will provide equipment for you.
Make sure you know about inbuilt software/ facilities and switch off if appropriate.



⚠ CHECK ⚠
Check the Online Safety policy for any instances where using personal phones may be allowed.
Staff: Make sure you know how to employ safety measures like concealing your number by dialling 141 first



⊗ DO NOT ⊗
Staff: Don't use your own phone without the Headteacher/SLT knowledge or permission.
Don't retain pupil/parent contact details for your personal use.

Good Practice Guidelines
Social Networking (e.g. Facebook / Twitter)



✓ DO ✓

If you have a personal account, regularly check all settings and make sure your security settings are not open access. Ask family and friends to not post tagged images of you on their open access profiles.





Don't accept people you don't know as friends.
Be aware that belonging to a 'group' can allow access to your profile.



⊗ DO NOT ⊗

Don't have an open access profile that includes inappropriate personal information and images, photos or videos.

Staff:

- Don't accept students/pupils or their parents as friends on your personal profile.
- Don't accept ex-students/pupils users as friends.
- Don't write inappropriate or indiscrete posts about colleagues, pupils or their parents.

Good Practice Guidelines

Webcams



Best Practice

✓DO✓

Make sure you know about inbuilt software/ facilities and switch off when not in use.



Safe Practice

 CHECK 

Check the Online Safety policy for any instances where using personal devices may be allowed.

Always make sure you have the Headteacher/SLT knowledge or permission

Make arrangements for pictures to be downloaded to the school network immediately after the event.

Delete images from the camera/device after downloading.



Poor Practice

✗ DO NOT ✗

Don't download images from organisation equipment to your own equipment.

Don't use your own equipment without Headteacher/SLT knowledge or permission – and in accordance with the Online Safety policy.

Don't retain, copy or distribute images for your personal use.

Incident Management

Should any of the following incidents occur the schools **Online Safety Leader or Designated Safeguarding Lead** (Front Door) should be informed **IMMEDIATELY**?

Inappropriate conduct will be investigated by the headteacher following local authority protocols. Inappropriate conduct will be reported to the Local Authority Designated Officer for Safeguarding and police, where appropriate. Should the conduct be regarding the Headteacher the Online Safety Leader must inform the Chair of Governors immediately.

Incident	
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities)	DSL
Unauthorised use of non-educational sites during lessons	DSL
Unauthorised use of mobile phone/digital camera / other handheld device	DSL
Unauthorised use of social networking/ instant messaging/personal email	DSL
Unauthorised downloading or uploading of files	DSL
Allowing others to access school network by sharing username and passwords	Online Safety Lead
Attempting to access or accessing the school network, using another student's/pupil's account	Online Safety Lead
Attempting to access or accessing the school network, using the account of a member of staff	Online Safety Lead
Corrupting or destroying the data of other users	Online Safety Lead
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	DSL
Continued infringements of the above, following previous warnings or sanctions	DSL
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	DSL
Using proxy sites or other means to subvert the school's filtering system	Online Safety Lead
Accidentally accessing offensive or pornographic material and failing to report the incident	Online Safety Lead
Deliberately accessing or trying to access offensive or pornography	DSL
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	Online Safety Lead

Further information and support

- For a glossary of terms used in this document:
<http://www.salford.gov.uk/d/salford-esafety-glossary-jan2012.pdf>
- For Online Safety Practice Guidance for those who Work and Volunteer with, and have a Duty of Care to Safeguard Children and Young People:
<http://www.salford.gov.uk/d/e-Safety-Practice-Guidance.pdf>
- R u cyber safe?
<http://www.salford.gov.uk/rucybersafe.htm>
<http://ico.org.uk/schools/primary-schools-lesson-plans>
- Online Safety tips about how to stay safe online:
<http://www.salford.gov.uk/rucybersafe.htm>
<http://www.thinkuknow.co.uk/>
- Keeping Children Safe in Education September 2016



Clarendon Road Primary School

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the Online Safety Rules have been understood and agreed.

Pupil:

Class:

Pupil's Agreement

I understand that I am responsible for my actions, both in and out of school:

- I will use the computer, network, mobile phones, internet and other new technologies in a responsible way at all times.
- I will not use the network and internet for anything which may be considered cyberbullying.
- I know that network and internet access may be monitored.
- I will be a responsible user and stay safe while using the internet and other technology for learning and personal use.
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information)
- I understand that if I fail to follow this Acceptable Use Policy Agreement, I will be subject to consequences. This may include loss of Golden Time, loss of access to the school network/internet, exclusion, contact with parents and in the event of illegal activities involvement of the police.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website, blogs.

This agreement tries to ensure that ICT systems and users are protected from accidental or deliberate misuse. The school will try to ensure that you will have good access to ICT to enhance your learning and will, in return, expect you to agree to be a responsible user.

Signed:

Date:

(Parent / Carer)



Clarendon Road Primary School's Online Safety Rules Early Years & Key Stage One

Think then Click – to stay safe on the Internet.



- We only use the internet when an adult is with us.

- We can search the internet with an adult.



- We always ask if we get lost on the internet.

- We can click on a button or link when we know what they do or where they go.



- We never download anything from the internet without getting permission from an adult first.

- We never open emails from strangers. Tell your teacher if you get an email from a stranger.



- If you see something on the internet or in an email that makes you feel uncomfortable or unhappy, tell a teacher.



Clarendon Road Primary School's Online Safety Rules Key Stage Two

 I WILL 	 I WILL NOT 
<ul style="list-style-type: none"> • Treat my username and password like my toothbrush – I will not share it, or try to use any other person's username and password • Immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online • Respect others' work and property and will not access, copy, remove or change anyone else's files, without their knowledge and permission • Be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions • Understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment • Immediately report any damage or faults involving equipment or software, however this may have happened 	<ul style="list-style-type: none"> • Try (unless I have permission) to make downloads or uploads from the Internet • Take or share images (pictures and videos) of anyone without their permission • Use the school ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission off a member of staff to do so. • Try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others • Try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials • Open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes • Attempt to install programmes of any type on a machine, or store programmes on a computer • Try to alter computer settings



Staff and Volunteer Acceptable Use Agreement

School Policy

This Acceptable Use Policy (AUP) is intended to ensure:

- That staff, volunteers and community users will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff, volunteers and community users are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff, volunteers and community users will have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff, volunteers and community users to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students/pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed Online Safety in my work with young people.

For My Professional and Personal Safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, Virtual Learning Environment etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person.
- I will be professional in my communications and actions when using school ICT systems:
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will only be possible to identify by first name, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with students/pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:
- When I use my personal hand held/external devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules in line with the School's Online Safety Policy set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems.

- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Local Authority Personal Data Policy. Where personal data is transferred outside the secure school network, it must be encrypted.
- I understand that data protection policy requires that any staff or pupil data, to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- When using the internet in my professional capacity or for school sanctioned personal use:
 - I will ensure that I have permission to use the original work of others in my own work.
 - Where work is protected by copyright, I will not download or distribute copies (including music and videos).

Staff, Volunteer and Community User Acceptable Use Agreement Form

This form relates to the student/pupil Acceptable Use Policy (AUP), to which it is attached. I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include investigation, warning, suspension, referral to Governors and/or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Name	
Position	
Signed	
Date	
Laptop (where relevant)	Make:
	Serial Number:
	Asset Tag:
	Machine Name: CLRP
	User Name:



Use of Digital / Video Images

The use of digital/video images plays an important part in learning activities. Pupils and members of staff may be using digital or video cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media,

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people can only be identified by the use of their first names.

Parents are requested to sign the permission form below to allow the school to take and use images of their children.

Permission Form

As the parent / carer of the above pupil, I agree to the school taking and using digital/video images of my child/children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I agree that if I take digital or video images at, or of, school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

<i>Parent / Carers Name</i>	
<i>Pupil Name</i>	
<i>Signed</i>	
<i>Date</i>	