



Parent/Carer Acceptable Use Agreement



Parent/Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This acceptable use policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the pupils acceptable use agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent/Carers Name:

Student/Pupil Name:

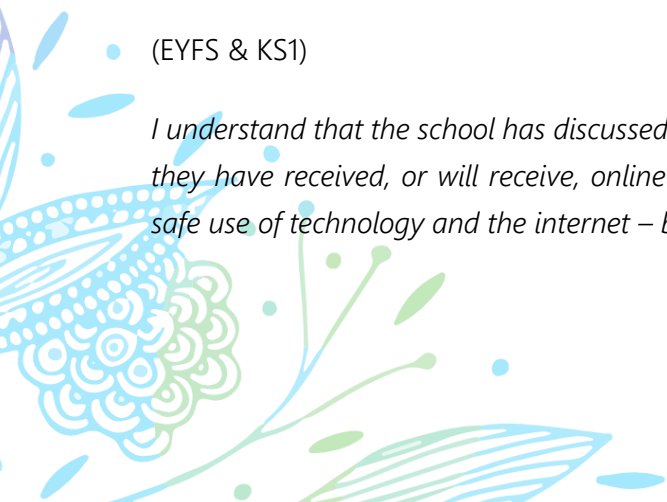
As the parent/carers of the above pupil, I give permission for my son/daughter to have access to the internet and to ICT systems at school.

(KS2)

I know that my son/daughter has signed an acceptable use agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

(EYFS & KS1)

I understand that the school has discussed the acceptable use agreement with my son/daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.



I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

As this form is collecting personal data, we as a school are obliged to inform all parents and carers of the following:

This form will be returned to school and then scanned, it will then be stored electronically on the school server, the paper copy will be destroyed as soon as this is done. Admin, governors and all school staff will have access to this form as well as any relevant organisation that is lawfully allowed to access it. This form will be stored for as long as your child's images are used by school. Paper copies of this form will be shredded and disposed of securely, digital copies will be permanently deleted from the server.

Signed:

Date:



Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Pupils and members of staff may use digital devices 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, school Facebook page and other social media, and occasionally in the public media. It may also be necessary for imagery to be hosted on school partners social media and video hosting platforms, this will be done in the most secure way possible. Where an image is publicly shared by any means, only your child's first name will be used.

When imagery is shared using password protected online apps, such as Seesaw and Microsoft Teams, imagery should only be viewed by the intended recipient. However, the recipient may be able to copy, download and share. Any content shared using these platforms is for personal viewing only and should not be shared

The school will comply with the Data Protection Act and request parent's/carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their full names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images.

Parents/carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents/carers to agree.

Imagery of your child will be taken using digital devices belonging to school. On occasion any one of our school partners may be required to use their devices, an example of this would be Gem Education coming to school to film a promotional video for the school website. Photos and videos may be published on the school website/app, school Facebook page, local press. Gem Education may use hosting platforms such as You Tube or Vimeo to host videos, this is done securely in a way that videos can not be searched for. Content on the school website and Facebook page is public and can be viewed by anyone. Imagery will only be used for up to a maximum 2 years beyond your child's school life, after this all images will be permanently deleted.

At any time, during your child's school life at St John Vianney Catholic Primary School, and the 2 years beyond that, you can request the deletion of images and videos. As parents and carers, you can also opt out of permissions at any time, if you wish to do this please contact the school admin team.

Digital/Video Images Permission Form

Parent/Carers Name:.....Pupil Name:.....

<p>As the parent/carer of the above pupil, I agree to the school taking digital/video images of my child/children.</p>	<p>Yes/No</p>
<p>I agree to these images being used for a maximum of 2 years after leaving St John Vianney Catholic Primary School:</p> <ul style="list-style-type: none"> • to support learning activities. • in publicity that reasonably celebrates success and promotes the work of the school. • online: school website/app & school's Facebook page. • Our school partner Gem Education may need to host videos on their You Tube platform, this is strictly used as a private hosting platform and videos cannot be searched for on You Tube. • on password protected websites and apps such as Seesaw and Microsoft Teams, where only the intended recipient should be able to access these. • 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. 	<p>Yes/No</p>

Signed:

Date:



St John Vianney Primary School

Acceptable Use Agreement for Pupils

I agree to follow these rules when using the Internet:

- I will not share my username, password or personal information with anyone else
- I will make sure that using Computing equipment to communicate with other users is responsible, polite and sensible
- I will not look for, save or send anything that could be upsetting or cause offence. If I accidentally find anything like this I will tell a teacher immediately
- I will only upload materials which are free from copyright and suitable for school use
- I know that my use of the Internet is monitored and further action may be taken if a member of school staff is concerned about my safety
- I will only use the Ipad/laptop allocated to me
- I will inform a member of the teaching staff if I accidentally access inappropriate material
- I will inform a member of the teaching staff if I feel I or any of my peers have been contacted inappropriately
- I will not attempt to download any apps without the permission of the Computing subject leader
- I will be responsible for my behaviour when using the Internet because I know that these rules are designed to keep me safe
- I will turn my phone off (not on silent mode) and hand it in to the main office before the start of the school day and collect it at the end of the day
- I will not access or use any social media apps on school grounds from personal devices
- I understand and agree to the rules above and am aware there may be sanctions if I do not follow them

Signed: _____

Class: _____

Date: _____

All pupils will sign a copy of this in school and a copy will be kept in school