LGfL DigiSafe

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Please read this document carefully then sign and return it to your child's class teacher

Sacred Heart Catholic Primary School regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies. We attempt to ensure that all students have good access to digital technologies to support their teaching and learning and we expect all our students to agree to be responsible users to help keep everyone safe and to be fair to others.

Your child/young person will be asked to read and sign an Acceptable Use Policy tailored to their age. Online safety is also taught in Computing and PSHE.

Please tick to indicate you give permission for

	Tick Below if you give permission
The use of photos/videos for school displays, assemblies etc to use within the school building.	
The use of photos/videos by external providers e.g. Newspaper, Arsenal	
The use of photos/videos on online digital platforms e.g. School Website, School Twitter and School App.	
I give my child permission to use school technology (eg: ipads) for educational purposes and to support their safe online use as per the school's acceptable user policy (see attached documentation) and school policies. Please tick to indicate.	

We appreciate your support to uphold the acceptable user policy attached. If you have any questions speak to Mr Rodrigo.

Name of pupil and class: _____

Parent / guardian signature: _____

Date: _____

Parents Acceptable Use Agreement 2022- 2023

Please ensure this form is signed and return to school this form is returned by 16th September:

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Internet and IT: As the parent or legal guardian of the pupil(s) named, I grant permission for the school to give my child access to:
- the internet at school
- the school's chosen email system (Year 3- 6)
- Online Subscribed Learning Platforms eg: Google Classroom, SeeSaw, Mathletics, Reading Eggs, Purple Mash, Code.org etc.
- writing blogs on subscribed schemes e.g. Purple Mash, the school's own website and on external sites via the Writing Through Art Project
- the school's managed learning environment
- IT facilities and equipment at the school (iPads, Chromebooks etc.)

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 all internet and device use in school is subject to filtering and monitoring; I understand that all school-owned devices used outside of school may also be subject to filtering and monitoring, and should be used in the same manner as when in school.

Use of digital images, photography 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 will necessarily use photographs of my child or including them in video material to support learning activities.

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

I accept that occasionally external providers may take photos of my child either in school or on a trip/concert (eg: Arsenal Club, Music concerts, Newspapers etc) and I will inform the school in writing if I do not wish for external agencies to take/ use photos of my child before the trip or event. The school is not responsible for where external agents may post these photos eg: social media accounts.

I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.

Social networking and media sites: I understand that the school has a clear policy on "The use of social networking and media sites" and I support this. The impact of social media use is often felt in schools, and this is why we expect certain behaviours from pupils when using social media at all times. I will support the school's social media policy and not encourage my child to join any platform where they are below the minimum age.

I will not take and then share online, photographs, videos etc., about other children (or staff) at school events, without permission.

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

I understand that my child has agreed in the pupil acceptable-use policy not to search for or share any material that could be considered offensive, harmful or illegal. This might include:

- Bullying
- Discriminatory violence and harassment
- 'Sexting' and 'upskirting'
- Misuse of school technology (devices, systems, networks or platforms)
- Social media incidents
- Extremist/hate content.

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

The use of digital images and video 2022-2023

To comply with the General Data Protection Regulation (which supersedes the 1998 Data Protection Act), we need your permission before we can photograph or make recordings of your child.

Sacred Heart Catholic Primary School rules for any external use of digital images are:

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.

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 or PowerPoint© presentations.

- 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. in our school prospectus or on our school website. On rare occasions, 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 would contact you separately for permission, e.g. if they won a national competition and wanted to be named in local or government literature.

The use of social networking and online media

This school asks its whole community to promote the 'three commons' approach to online behaviour:
- o **Common courtesy**
- o **Common decency**
- o **Common sense**

How do we show common courtesy online?
- o We ask someone's permission before uploading photographs, videos or any other information about them online.
- o We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

How do we show common decency online?
- o We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory, or encourage extremist views. This is online bullying** and may be harassment or libel.
- o When such comments exist online, we do not forward such emails, tweets, videos, etc. Creating or forwarding such materials can make us liable for prosecution.

How do we show common sense online?
- o We think before we click.
- o We think before we upload comments, photographs and videos.
- o We think before we download or forward any materials.
- o We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- o We make sure we understand changes in use of any websites we use.
- o 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 responded to.

If any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on the internet or any social media, they will be reported to the appropriate 'report abuse' section of the network site (all social media have clear rules about content which can be posted and have robust mechanisms to report breaches). Pupils and staff would be disciplined appropriately, and we expect parents to support us in this and behave appropriately themselves.

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

Cyber bullying incidents and inappropriate behaviours online

Cyber bullying incidents and inappropriate behaviours online via messaging services or on social media platforms will be dealt seriously by the school. At the digression of the Head Teacher, sanctions in line with the school's behaviour policy will be followed. This may include: reflection times, parental meetings, loss of rewards (including school trips) and in serious incidents - exclusions.

On being alerted of a cyber bullying incident the school will follow the process below:
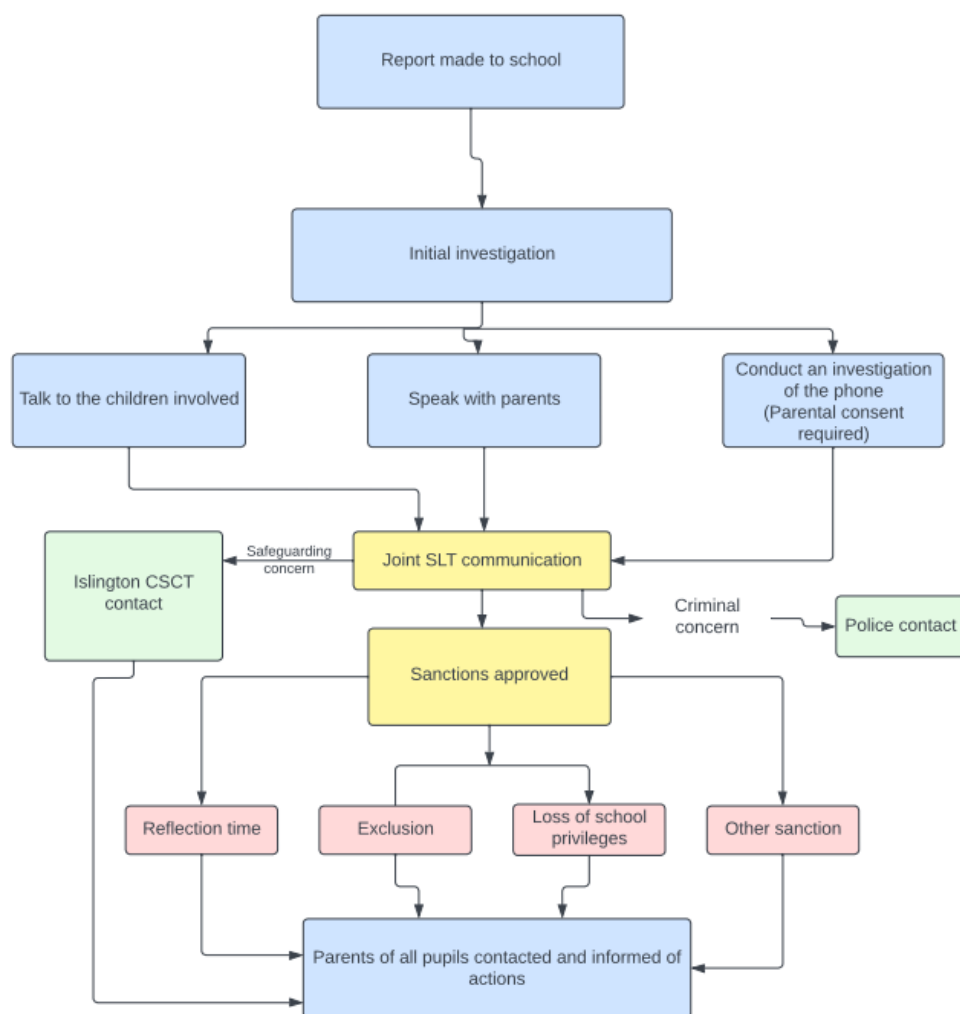
Where the school believes there has been a serious breach of the behaviour policy, a criminal or illegal act or a safeguarding concern the school may:

- Seek advice from Islington Council Safer School team
- Confiscate electronic devices
- Request that devices are searched with a member of the leadership team and the parents/carers.
- Contact Islington Children's Services for advice or to make a referral privileges
- Contact the police