

DORMANSLAND PRIMARY SCHOOL ON-LINE SAFETY AGREEMENT FORM 2023: PARENTS



Dear Parents/Carers

We are so privileged to be educating our children in the 21st century, with such advanced technology available to support their understanding and to inspire their awe and passion about the world.

However, the staff at Dormansland are also aware that, in a very few cases, parents and children are not always making the best choices about how to use this technology, leading to safeguarding concerns about their safety online.

While we continue to do our utmost to ensure that your children remain safe on line in school, we would like to ask you to read through this agreement form and, if you are happy to support its principles, please sign and return it to the school office.

Together, we can continue to keep your children safe, and enable them to make positive choices about how to behave when they are part of the global, online learning community.

Mr M Cook

June 2023

DORMANSLAND PRIMARY SCHOOL

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As the parent or legal guardian of the child(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 school's online managed learning environment, ICT facilities and other technical equipment at the school.

I understand that these will be used for educational purposes only.

- 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 children safe and to prevent children from accessing inappropriate materials.
- I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour, they will contact me.
- 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 sometimes use photographs of my child or including them in video material to support learning activities, unless I have specifically signed a form withdrawing my permission to allow this to happen.
- 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 understand that I can choose to withdraw my permission for this to happen, by signing a form from the office or as part of my *New Parent Introductory Pack*.
- I will not take and then share online or via social media (including What's App), any photographs of any other children (or staff) at school events.
- I understand that the school has a clear policy on "The use of social networking and media sites" and I support this.
- I understand that the school takes any inappropriate behaviour extremely seriously and will respond to observed or reported inappropriate or unsafe behaviour.
- I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

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The use of social networking and on-line media

This school asks its whole community to promote the 3 commons approach 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 information about them online.
- 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?

- 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, etc.
- By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download 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 make sure we understand changes in use of any web sites we use.
- 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 taken extremely seriously.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, these will be reported immediately to the appropriate 'report abuse' section of the network site, in accordance with local authority guidance.

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

The whole school community is reminded of the CEOP report abuse process:

<https://www.thinkuknow.co.uk/>

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Photography and the use of images

The General Data Protection Regulation came into force from the 25th May 2018. This placed additional obligations on organisations which affects how they handle personal data. We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems.

As a school, we regularly use photographs and occasionally produce videos to show how our pupils and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and pupils.

We are also aware that parents and pupils really enjoy being able to see their images and would like to give all pupils this opportunity.

There are a number of instances when the school may take photos of your child, specifically:

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- We publish photos and videos on the school's website to promote the school to current and prospective parents as well as providing updates on current events;
- We publish photos and videos on our Instagram social media account to provide updates on events and news within the school. The school ensure that its privacy settings are such to limit viewing of photos to followers of the school accounts (as approved by the school);
- Within our newsletters, we may provide photos of recent events or achievements from our pupils;
- In order to promote the school, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our school. These will be sent to prospective parents;
- We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view;
- We may be visited by the media who will take photographs or film footage of events. Pupils will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
- We publish photos in and around the school building to illustrate to current pupils and parents life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school;
- In promotional materials to show the history and character of the school to future generations.
- Once a year a school photographer will visit the school and take individual and group photos of the children which will be made available to purchase. Reminders will be sent in good time prior to the photographer's visit.
- External providers may ask to take images when visiting or being visited by pupils from our school.

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photos in schools and obtaining consent.

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Usually pupils will not be named in the photographs unless they gain specific consent in the first instance.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

We would like to seek your consent to the use of your child's images and will respect your decisions when publishing photos moving forward.

You can withdraw your consent at any time and can do so by writing to the school office asking them to stop using your child's images. At that point they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.