

St Catherine's Catholic Primary School

Acceptable Use Policy Agreement: Parents

Internet and ICT

As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my child/children access to:

- the Internet at school
- the school's chosen email system
- the school's online managed learning environment
- ICT facilities and equipment at the school.

1. 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.
2. 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 internet safety or internet behaviour they will contact me.
3. I will support the school approach to online safety and not deliberately upload or add any images, sounds or text that could upset or offend any member of the school community, including my personal use of social media.

Use of digital images, photography and video

1. I understand the school has a clear policy on "The use of digital images, photography and video" and I support this. (The policy is attached below).
2. I understand that the school may only take, store and use photographs of my child or include them in video material to support learning activities with my consent.
3. I accept that the school may only use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose, with my consent.
4. I will not take and then share online, photographs of other children (or staff) at school events without permission.

Social networking and media sites

1. I understand the school has a clear policy on “The use of Social Networking and Online media” and I support this. (The policy is attached below).
2. I understand that if I have any specific grievance with the school, I should use existing mechanisms and should not discuss the grievance through any social media site, including private social media groups.
3. I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.
4. 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.

Use of mobile devices

1. I will support the school’s policy by not allowing my child to come to school with an internet enabled device of any kind.
2. I will ensure that if they do bring a mobile device to school, that it is handed into the school office immediately on arrival at school, and that I have signed, returned the Mobile Phone Consent Form and adhered to all the information on the Mobile Phone Acceptable Use Policy.

I sign to accept the terms of this Acceptable Use Parent Policy (May 2018 version) together with its attachments for the ‘Use of Digital Images, photography and Video’ and the ‘Use of Social Networking and Online Media’.

My daughter’s / son’s name(s) and class (please name all below):

Pupil Name: _____ **Class:** _____

PRINT NAME: _____

Parent / guardian signature: _____

PRINT NAME: _____

Date: ____ / ____ / ____

St Catherine's Digital Photography and Video Policy

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Appendix 1 – Photo and Video Consent Form

Statement of intent

At St Catherine's we recognise that parents/carers and the school may wish to take videos or photos of their children participating in school events. However, we are also sensitive to the wishes of parents who are concerned about the use of such content and may not want their children to be photographed or filmed.

Taking photographs at school events is an increasingly sensitive area as it is now much easier for photos and video to be used and distributed inappropriately, both online and in print.

School events can include, but are not limited to, concerts, plays or theatre productions, performance events, sports events, fêtes, educational visits, and trips, etc. St Catherine's has implemented a policy on the safe use of cameras/videos by parents/carers and the school to reflect the protective ethos of the school with regard to pupils' safety. Photographs must be used in a responsible way and the school respects children's and parent's rights of privacy but at the same time is aware of potential child protection issues.

In order to ensure that, as far as possible, the use of photography and video is used safely in connection with school events, the policy provided below should be followed. This policy is applicable to all forms of media, including film, print, video, DVD and websites.

1. Legal framework

- a. This policy complies with the following legislation and regulations:

European Data Protection Directive 1995
Data Protection Act 1998
General Data Protection Regulations 2018

2. Principles

- a. According to the DfE, photographs and video images of pupils and staff are classed as personal data under the terms of the GDPR 2018 and Data Protection Act 1998. Therefore, the use of such images for school publicity purposes will require the consent of either the individual concerned or, in the case of pupils, their legal guardians.
- b. The Headteacher is responsible for deciding whether parents/carers can be permitted to take photographs and/or video recordings during school events.
- c. If permitted to do so, parents/carers may use photographs/videos at school events for their personal use only and these must not be circulated (including on the internet). The same applies to photos taken on personal mobile phones or tablet devices.
- d. The Headteacher will notify the parents/carers of his/her decision and of the requirement to observe the constraints on the use of photography and digital images in advance of any school performances, productions or other similar events.

3. Parental consent

- a. St Catherine's will seek written permission for children to be photographed (including video) during school events.
- b. St Catherine's will not publish images of pupils or staff on websites in publications or in a public place without the parents prior written consent to gain permission to publish. The definition of a public place includes areas where visitors to the school have access.
- c. Where photographs are taken at an event attended by large crowds, this is regarded as a public area so it is not necessary to get permission of everyone in a crowd shot. The GDPR and Data Protection Act does not apply to photographs or films taken for personal use by families and friends.
- d. If there is a disagreement over consent or if a parent does not respond to a consent request from St Catherine's, it will be treated as if consent has not been given and photographs will not be taken or published.

4. Use of images in publications and on the internet

- a. If St Catherine's wishes to use images/video footage of pupils in a publication, such as the school website or prospectus, written permission will be sought for the particular usage from the parent/carer of the pupil.

- b. Children's names or other details will not be included in photographs of children published on the school website.
- c. Only images of children appropriately dressed will be used to reduce the risk of images being inappropriately used.
- d. St Catherine's will ensure that any images/video of children are stored securely and used only by authorised individuals. Electronic images are to be stored on a secure network so that they are not accessible to members of the public.
- e. St Catherine's will not use an image of any child who is subject to a court order.
- f. St Catherine's will not use photographs of children or staff members who have left the school without their consent.
- g. Staff are not allowed to take photographs or videos on their personal equipment.
- h. Any concern relating to inappropriate or intrusive photography or publication of content is to be reported to the Headteacher.

5. Use of images in the press

The use of photographs in newspapers and magazines is already subject to strict guidelines. The Independent Press Standards Organisation (IPSO) Editors' Code of Practice states that:

- a. All pupils should be free to complete their time at school without unnecessary intrusion.
- b. They must not be approached or photographed at school without permission of the school authorities.
- c. Children under 16 must not be interviewed or photographed on issues involving their own or another child's welfare unless a custodial parent or similarly responsible adult consents.
- d. Editors must not use the fame, notoriety or position of a parent or guardian as sole justification for publishing details of a child's private life.

St Catherine's will provide names of children to accompany photographs published in newspapers and magazines only where the parent/guardian have provided their consent.

6. Use of a professional photographer

If the St Catherine's decides to use a professional photographer for school events, the Headteacher will:

- a. Provide a clear brief for the photographer about what is considered appropriate, in terms of content and behaviour.
- b. Issue the photographer with identification, which must be worn at all times.

- c. Let children and parents know that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- d. Not allow unsupervised access to children or one-to-one photo sessions at events.
- e. Communicate to the photographer that the material may only be used for the school's own purposes and that permission has not been given to use the photographs for any other purpose.
- f. Ensure that the photographer will comply with the requirements set out in the GDPR 2018 and Data Protection Act 1998.
- g. Ensure that if another individual, such as a parent or governor, is nominated to be the photographer, they must be clear that the images are not used for any other anything other than the purpose indicated by the school.

7. Permissible photography during school events (at the discretion of the Headteacher)

If the Headteacher permits parents/carers to take photographs or video during a performance, the following must be adhered to:

- a. Remain seated while taking photographs or videos during concerts, performances and other events.
- b. Minimise the use of flash photography during performances.
- c. In the case of all school events, make the focus of any photographs or video your own children.
- d. Avoid disturbing others in the audience or distracting children when taking photographs or video.
- e. Ensure that any and all images and video taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.
- f. In certain circumstances, refrain from taking further photographs and/or video if and when requested to do so by staff.
- g. The information provided in the Educational Trips Policy.

8. Examples of permissible digital photography and video at school include

- a. 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 (Tapestry), and then sharing with their parent / guardian

- b. Your child's image being used for presentation purposes around the school; e.g. in class or wider school wall displays or PowerPoint© presentations.

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 responded to.

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, they will be reported to the appropriate 'report abuse' section of the network site.

(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)

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/parents/browser-safety/>

Appendix 1

Consent form – Digital Photography and Video

Name of Pupil: _____ Class: _____

Name of Parent/Carer: _____

Dear Parent

Occasionally, photographs of your child at school may be used in printed publications like the school prospectus and newsletters, project display boards or on the school website. Video or webcam recordings may also be used for school conferences or educational purposes.

Our school may also be visited by the media in order to celebrate a particular achievement or as part of footage for a high profile event. Pupils may appear in local or national newspapers or in televised news programmes.

To comply with GDPR 2018 and the Data Protection Act 1998 and to protect your child's interests, please read the Conditions of Use and complete and submit the form below.

Please tick the relevant boxes where you give your consent to photographic images of your child being used.

| | Consent for storage and use of image |
|---|--|
| In school materials aimed at the school community e.g. prospectus, newsletter, displays around school. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| On the school website | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| School conferences, presentations for parents, schools or educators | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| In media/press coverage of the school | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Record your child's image on video | <input type="checkbox"/> Yes <input type="checkbox"/> No |

I confirm that I have read, understood and agree to the terms contained within this consent form. In addition, I have read and understood the school's Digital Photography and Video Policy.

Parent/Carer Signature: _____ Date: _____

Conditions of use

1. The school will not reveal the personal details or full name of your child in a photographic image, on video, on our website, in the school prospectus or in any of our other printed publications.
2. The school will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website or in printed publications.
3. If the school uses photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption.
4. The school will not use photographs in any form of internal or external publication where we do not have consent or where there is written objection from a parent/guardian.
5. The school will not use photographs of pupils in inappropriate clothing.
6. Schools will remind parents/carers annually, and they will be given an opportunity to reconsider their consent. Parents/carers can withdraw their consent at any time.

Use of Images by the Media

If you give permission for a child's image to be used by the media then you should be aware that:

1. The media will want to use any printed or broadcast media pictures that they take alongside the relevant story
2. It is likely that they will wish to publish the child's name, age and the school name in the caption for the picture (possible exceptions to this are large group or team photographs)

It is possible that the newspaper will re-publish the story on their website, or distribute it more widely to other newspapers or media organisation

Refreshing your consent

This form is valid for the entire academic year, **2017/2018** – it will be updated on an annual basis. Parents are required to fill in a new form for their child every academic year.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used

- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the school office.