

The use of digital images and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

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:

- Photos of your child which are stored on SMSC Grid as assessment data.
- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity or as evidence for exam work; e.g. taking photos or a video of progress made by a student, 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; In rare events, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event, if you have supplied permission to do so.

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 your child won a national competition and wanted to be named in local or government literature.

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, Pupil 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.)





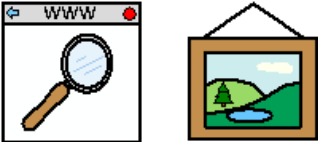

In serious cases we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP report abuse process: <https://www.thinkuknow.co.uk/parents/browser-safety/>

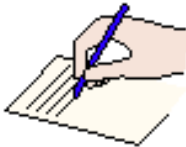


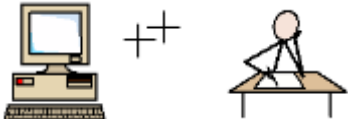





Appendix 7:

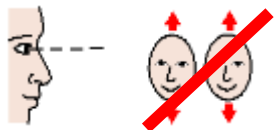





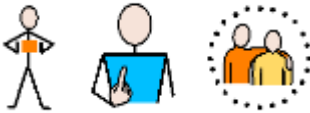
Acceptable Use Agreement: Pupils

**Gosden House Online Safety Student
Agreement - Primary**

	<p>No phones at school</p>
	<p>Only use the computer if you are with an adult.</p>
	<p>Use kids' websites only. No social media.</p>
	<p>Only play kids' games. Nothing too old for you.</p>
	<p>Be careful what you search for online.</p>
 <p>Tell an adult if something worries you online</p>	

**Gosden House Online Safety
Student Agreement - Secondary**

	<p>I cannot use the school's ICT equipment until my parents/carers and I have signed this online safety agreement.</p>
	<p>I will not give out personal/private information online.</p>
	<p>I will never call or meet anyone in person that I've met online unless my parents/carers approve and agree to go with me.</p>
	<p>I can only use the school's computers and ICT equipment for my school work.</p>
	<p>If I am not sure whether I am allowed to do something on the computers I will ask a member of staff.</p>
	<p>I will only use my username, and I will not share my password.</p>
	<p>I will not use the internet or mobile phones to be mean rude or hurtful to anyone.</p>
	<p>I will only go on the internet at school when a teacher has given permission and is present.</p>
	<p>I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell a trusted adult straight away.</p>

	<p>While at school I will not try to search for things online that I know are not acceptable.</p>
	<p>If I find anything mean, rude, or things that I know are not acceptable I will immediately report it to my teacher.</p>
	<p>The online safety rules apply to any ICT devices brought into school.</p>
	<p>I will treat all ICT equipment/devices with care and respect.</p>
	<p>I will not download or install software on school technologies.</p>
	<p>I will teach my parents/carers about the internet, and let them know exactly what I am doing when I am online.</p>
	<p>I understand that these rules are designed to keep me, and my family and friends safe.</p>

Signed (Student) _____ Date _____

Signed (Parent/Carer) _____ Date _____

Appendix 8:

School Tablet protocol

Teachers and students may use the tablets in lessons. The purpose of the tablets is to support teaching and learning both in school and out in the community. When not in use, tablets will remain in school and will be securely stored in the in the appropriate area.

It will be the student's responsibility to;

- Make sure the equipment is used safely and effectively.
- Ask permission from a member of staff before taking video or photos.
- Ask a member of staff to install any new apps or software.
- Adhere to school rules and guidelines on acceptable use as stated in the Online safety policy.
- Ensure the tablets remains in a protective case at all times.

It will be staff responsibility to;

- Make sure the equipment is used effectively.
- Make sure the equipment is locked up securely at night.
- Report any damage, loss or theft immediately to a member of SLT.
- Supervise students when online to ensure safe online behaviour.
- Ensure tablets are safely stored and charging when not in use.

General precautions

All tablet users will ensure the following;

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Tablets should always be within the protective case when carried.
- Cables must be inserted carefully into the tablets to prevent damage.
- Tablets must never be left in an unlocked locker, or any unsupervised area.
- Ensure the 'Find my iPad' app is never disabled (using the provided iCloud account).

Managing Apps

All iPads will be synced to a central school iTunes account; however, students may choose to personalise their iPad with specific apps relevant to their learning. When a student or member of staff wants to add an app they must make a request to the ICT manager or the Computing Coordinator. When the app costs money, an order form must be completed and signed off by a member of SLT.

Ordering apps for iPads

- Complete order form as per school ordering protocol.
- SLT to approve and sign.
- App will be installed on central iTunes account.

Be aware when filling out order forms that installing an app on multiple devices may cost more money. Please check with Computing Coordinator or IT Manager if in doubt.