



## Wildmoor Heath School

### e-Safety Agreement: Parents and Carers / Pupils

**Internet and ICT:** As the parent or legal guardian of the student(s) named below, I am aware that my *daughter / son* will have access to:

- the internet at school
- the school's chosen e-mail system
- the school's online managed learning environment
- ICT facilities and equipment at the school

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 students safe and to prevent students 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 behaviour online, they will contact me.

**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 include 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 will not take, and then share online, photographs of other children (or staff) at school events without permission.

**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.

I understand that the school takes any inappropriate behaviour 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.

I acknowledge that schools now have powers under the Education Act 2011 to search students for 'prohibited items' which covers any article that a member of staff suspects has been, or could be, used to commit an offence. These powers also allow the item to be seized, delivered to the police, returned to its owner, retained or disposed. (Note: A more detailed separate exemplar policy on these powers is available from Bracknell Forest Council)

**My daughter / son name(s):** \_\_\_\_\_

**Parent / guardian signature:** \_\_\_\_\_

**Pupil signature:** \_\_\_\_\_ (Year 5 and 6 pupils only)

**Date:** \_\_\_\_\_

## 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 these rules for any external use of digital images:

- **If the student is named, we avoid using their photograph.**
- **If their photograph is used, we avoid naming the student.**

Where showcasing examples of students' 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 students are not referred to by name on the video, and that students' full names are not given in credits at the end of the film.

Only images of students in suitable dress are used.

Staff are not allowed to take photographs or videos on their personal equipment.

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### 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. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, 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 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 'common' approaches 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 **intimidating, racist, sexist, homophobic or defamatory**. This is **cyber-bullying** and may be harassment or libel (i.e. a criminal act).
- When such comments exist online, we do not forward such emails, tweets, videos, etc. to other people/groups. This could be considered criminal behaviour.

### **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, we check where it is saved and we check our privacy settings.
- We make sure we understand changes in any websites we use.
- We block harassing communications and report any abuse.

**NOTE:** Any actions online that impact on the school and can potentially lower the school's (or someone in the school's) 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 libelous or inflammatory comments on Facebook or other social networking sites, this will be addressed by the school in the first instance. However, if necessary, the police may be involved and/or legal action pursued.**

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