



# Holy Trinity Rosehill C.E. (VA) Primary School

## Responsible Use of Digital Technologies

Name:

Class:

We use the school computers, hand held devices and Internet connection for learning. These rules will help us to be fair to others and to keep everyone safe.

- I will only access the Internet with adult permission and supervision.
- I will not access or delete other people's files.
- I will use the computers, internet, online communities, digital cameras, hand held devices, video cameras and other ICT in a safe and responsible way.
- I will only E-mail people or parties my teacher has approved.
- The messages I send will be polite, sensible and responsible.
- I will report any unpleasant material or messages sent to me. I understand that this report would help protect other pupils and myself.
- I understand that the school may check my digital files and may check the Internet sites that I visit, and that if they have concerns about my safety, that they may contact my parent/carer

Signed (Child):

Date:

### Parent/Carer Permission

As the parent or legal guardian of the above pupil, I grant permission for my daughter or son to have access to use the Internet and other digital technologies at school. I know that they are aware of the rules for staying safe online. 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 will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These sites include an educationally filtered service, employing appropriate teaching practice and teaching e safety skills to pupils.

I understand that the school can check my child's computer files, and the internet sites they visit, and that if they have concerns about their e-safety or e-behaviour that they will contact me. I will support the school by promoting safe use of the internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

I grant permission for the school to that provide my child with a 'Google Apps for Education' account as part of the school's online learning platform. This will also allow access to class blogs and other sites and services.

Parent/Carer signature:

Date:

**Use of digital images - photography and video:** I also agree to the school using photographs of my child or including them in video material, as described in the document 'Use of digital and video images'. I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

Parent/Carer signature:

Date:



## Holy Trinity Rosehill C.E. (VA) Primary School

### Use of digital images - photography and video

Photographs and video clips add colour, life and interest to school activities and celebrate the school's achievements. We recognise that images must be used in a responsible way and we are aware of child protection issues.

We celebrate children's work and achievements both in school and online. We publish work and pictures of activities such as school trips on class blogs. This provides parents with a window into classrooms and to share in experiences of educational visits.

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 will not use their photograph.
- If their photograph is used, we will never name the pupil (Unless written permission is gained from the parent/carer).

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 will ensure that pupils are not referred to by name on the video, and that pupils' full names are not given in credits at the end of the film.

Only images of pupils in suitable dress are used.

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In order for your child to be fully involved in class and online activities we would like to seek permission for:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity.
- 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.
- Your child's image for presentation around the school and online through class blogs and other services.

**Note:** If we, or you, wanted your child's picture linked to their name (e.g. newspaper articles) we would contact you separately for permission.