



**Click Clever.  
Click Safe.**

- IT Acceptable Use Agreement
  - Mobile Phone agreement
  - Photographs consent

It is important that your child fully understands the IT Acceptable Use Agreement. Please read, sign the agreement and return all signed documents to the school office.



## Student Acceptable Use Policy Agreement – for older children (Year 3 – 6)

### School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

#### **This Acceptable Use Policy is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that *students* will have good access to digital technologies to enhance their learning and will, in return, expect the *students* to agree to be responsible users.

### Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

#### **For my own personal safety:**

- I understand that the *school* will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of “stranger danger”, when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school / academy systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

**I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the SCHOOL:**

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission (see mobile phone policy). I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed (schools / academies should amend this section to take account of their policy on access to social media).

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the *school* also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.**



## KS2 - Student Acceptable Use Agreement Form

This form relates to the student Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) eg mobile phones, gaming devices USB devices, cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, class blogs, website etc.

Name of pupil

Class

Signed

Date



## Mobile phones

As parents and as a school we have a duty to safeguard and educate children as to the positive purpose of the internet and make them aware of the pitfalls and dangers. We have a comprehensive program of e-Safety lessons in school combined with rigorous and comprehensive monitoring.

Parents who think their children need a mobile must complete the form below to confirm this is the case, but all phones must be switched off at all times whilst children are on the school site. If children need to contact parents they can make their call from the office under supervision. If children are coming onto the school site with a phone they must go directly to the school office – we will keep a register here of all children who have parental permission. If any child is found to have a mobile device without permission then it will be confiscated and kept in the school office until it can be collected by a responsible adult.

### Permission Form

Please complete the form to have a mobile phone or device in school. Leave blank if not.

<b>Parent's name</b>	
<b>Signature</b>	
<b>Child's name</b>	
<b>Class</b>	
<b>Reason</b>	

# Photographs

This form explains the reasons why and how Bells Farm Primary School may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

<b>Name of parent:</b>	
<b>Name of pupil:</b>	
<b>Year:</b>	

## Why do we need your consent?

Bells Farm Primary School requests the consent of parents on an annual basis to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

## Why do you we use images and videos of your child?

Bells Farm Primary School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

Bells Farm Primary School may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

## Who else uses images and videos of your child?

### The Press

It is rare that the school is visited by local media and press, who take images or videos of school events. Pupils will appear in these images and videos, and these may be

published in local or national newspapers, or on approved websites. Should the school be visited by the press, separate written consent will be sought from you on each occasion.

The following organisations may use images and videos of your children:

- Peacemakers
- Link 2ICT / Entrust
- Twitter

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

### **What are the conditions of use?**

- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school may take video images of your child following an event which are available to purchase annually.

### **Providing your consent**

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will **only** publish images and videos of your child for the conditions that you provide consent for.

<b>I provide consent to:</b>	<b>Yes</b>	<b>No</b>
Using images of my child on the school website / class blog		
Using videos of my child on the school website / class blog		
Using <b>images</b> of my child on social media, including the following: <ul style="list-style-type: none"> <li>• School Twitter</li> <li>• School YouTube channel</li> </ul>		
Using <b>videos</b> of my child on social media, including the following: <ul style="list-style-type: none"> <li>• School Twitter</li> <li>• School YouTube channel</li> </ul>		
External agencies using images of my child to publicise school events and activities ( <b>only</b> including the organisations outlined above).		
Using images of my child in marketing material, e.g. the school brochure and prospectus.		
Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Roll number</li> </ul>		

### **Refreshing your consent**

This form is valid for **the entire time your child is at Bells Farm** – any consent can be withdrawn or changed at any time.

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 Headteacher.

### **Declaration**

I, \_\_\_\_\_ (name of parent), understand:

- Why my consent is required.
- The reasons why Bells Farm Primary School uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the school uses images and videos of my child.
- I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the **Headteacher**.

Name of parent: \_\_\_\_\_

Signature: \_\_\_\_\_

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

If you have any questions regarding this form, please do not hesitate to contact the head teacher at **dpo@bellsfrm.bham.sch.uk** or telephone 0121 675 8666