



Trafalgar Schools' Federation

Believe, Inspire, Achieve

Trafalgar Infant School

Trafalgar Junior School



Parents and Carers Acceptable Use Agreement

The following **Acceptable Use Agreement** is part of our Federation's Online Safety policy which is available on our website.

Internet and ICT use at school:

As a parent/Carer I acknowledge that the school will give my daughter / son access to:

- the internet at school
- the school's chosen email system (LGFL safe mail)
- the school's online managed learning environment (Infant e-school)
- ICT facilities, equipment and devices and any related software or apps

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 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 online safety or online behaviour they will contact me.

Use of digital images and video:

To comply with the Data Protection Act 2018 and recent GDPR legislation we need your permission before we can photograph or make recordings of your daughter / son and share these images. Your child may be photographed or videoed:

- as part of a learning activity
- for display and presentation purposes in class or the wider school environment
- for presentations to other parents, schools or educators in order to share good practice and celebrate the school's achievements.
- in order to feature on the school's website, or social media sites such as twitter

Our staff follow strict guidelines regarding digital images and video as set out in our online safety policy and in order to keep your child safe we will:

- not use their full name when using digital images
- avoid using a child's name when videoing and not use their full name in the credits
- always ensure children are suitably dressed
- seek additional permission should we need to provide your child's full name or any other details

As a Parent/Carer I will not take and then share online, photographs of other children or staff at school events.

Other related policies: Behaviour, Complaints, online safety



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The use of social networking and on-line media

Trafalgar Schools' Federation has a clear policy on the use of social networking and media sites which can be found in our Online Safety Policy.

- I will support the school by promoting safe and respectful use of digital technology such as the Internet and social media at home.
- I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

This school asks its whole community to promote the 3 commons approach to online behaviour:

- Common courtesy
- Common decency
- Common sense

If it is unacceptable offline then it is unacceptable online

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 or 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 digital material such as 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 the school community is found to be posting libellous or inflammatory comments on any social networking 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. In order for concerns or complaints to be resolved as quickly and fairly as possible, Trafalgar Schools' Federation requests the complainants do not discuss their concerns or complaints publicly via social media or in person. Concerns and complaints will be dealt with confidentially for those involved, and we expect complainants to observe confidentiality also.

Other related policies: Behaviour, Complaints, online safety