



E-Safety Agreement

Keeping Safe: Stop ... Think before you click! These rules will keep everyone safe and help us to be fair with others

1. I will only use the school computers for school work and homework
2. I will not look at other peoples files without permission
3. I will not bring files into school without permission
4. I will ask permission from a member of staff before using the internet and I will not visit internet sites I know are banned from school
5. I will not open attachments or download a file unless I have permission from a member of staff
6. I will only e-mail people a member of staff has approved
7. The messages I send or information I upload will always be polite and sensible
8. I will NOT give out my home address, phone number, send a photography or video or any other personal information that can be used to identify me, my family or friends
9. I will NEVER arrange to meet someone I have only ever previously met on the internet or by email or in a chat room
10. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it, but I will tell a teacher or responsible adult

Child's Name: Signature:

Date:



E-Safety Agreement Form

Parent / Guardian Name:

Pupil Name: Class:

As the parent or legal guardian of the above pupil, I grant permission for my daughter or son to have access to the internet, LGfL email and other ICT facilities at school.

I know that my daughter or son has signed an e-safety agreement form and that they have a copy of the rules for responsible ICT use.

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 full reasonable precaution to keep pupils safe and prevent pupils from accessing inappropriate materials. These steps include using educationally filtered services, 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 they will contact me.

I will support the school by promoting safe use of the internet and digital technology at home and I will inform the school if I have any concerns over my child's e-safety.

Parent / Guardian Signature: Date:

Use of digital images – photography and video: I agree / disagree (*please circle*) to the school using photographs of my child or including them in video material, as described in the 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 / Guardian Signature: Date:



Use of digital images – photography and video

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

We follow 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 we showcase examples of pupils' work within the school we will only use their first names
- If showcasing digital work to an external audience we take care to ensure pupils' names are not referred to and pupils' full names are not 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 unless it is registered with the school.

Examples of how digital photography and video may be used include:

- Your child being photographed (by a classroom teacher, teaching assistant, learning support assistant or another child) as part of a learning activity.
- Your child's image for presentation purposes around the school
- Your child's image being used for presentation about the school and its work in order to share good practice and celebrate its achievements, which can be shown to parents, school or educators.

Further information for parents on e-safety can be found at:

<http://www.parentscentre.gov.uk/usingcomputersandtheinternet/linksbytopic/onlinesafetyforparents>