

# SCOTTON LINGERFIELD PRIMARY SCHOOL

Market Flat Lane, Lingerfield, Knaresborough. HG5 9JA

Telephone: 01423 862209



Head Teacher: Miss Debbie Calvert

9<sup>th</sup> October 2020

Dear Parents and Carers,

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. This has never been more so than under the current circumstances that we are living in. These technologies provide powerful tools, which open up new opportunities for everyone. They 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.

At Scotton Lingerfield we encourage the use of a wide range of technologies, from access to the internet to the use of a range of software and hardware.

We take online safety very seriously. Pupils regularly take part in lessons and assemblies about how to stay safe online. As part of this we ask parents and pupils to sign several documents:

- Permission for pupil photos to be used online (Form 1)
- Permission for pupils to use the internet (Form 2)
- Acceptable use agreement. (Form 3 or Form 4 depending on age of child)

We ask both parents and pupils to sign an agreement about their behaviour and conduct online with regards to our school.

You will find the forms attached to this letter. Please sign the forms and return to the office.

Yours sincerely

Miss D Calvert  
Headteacher

## Scotton Lingerfield Primary School: Online Safety Forms

# Online Safety Form 1 Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media,

- ✓ The school will comply with the Data Protection Act and obtain parents / carers permission before taking images of pupils.
- ✓ The School will also ensure that when images are published that the young people cannot be identified by the use of their names.
- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act).
- To respect everyone's privacy (and in some cases protection) these images should not be made publicly available on social networking sites, nor should parents / carers comment on any activities involving other *students* in the digital / video images.

### Digital / Video Images Permission Form

Parent / Carers Name

Pupil Name

As the parent / carer of the above pupil, I agree to the school taking and using digital / video images of my child/ren for use within the classroom.

Yes / No

As the parent/carer of the above pupil, I agree to the school taking and using digital / video images of my child/ren and using them online, in school publications etc.

I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Yes / No

If I take digital or video images of school events which include images of children other than my own, I agree to abide by these guidelines detailed above in my use of these images.

Yes / No

Signed

Date

## Scotton Lingerfield Primary School: Online Safety Forms

# Online Safety Form 2 Internet Access and Acceptable Use

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect pupils to agree to be responsible users. A copy of the Student Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

### Permission Form

Parent / Carers Name

Student Name

- ✓ As the parent / carer of the above pupil, I give permission for my son / daughter to have access to the internet and to ICT systems at school.
- ✓ I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- ✓ I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- ✓ I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
- ✓ I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed

Date

## Online Safety Form 3 (KS1 Pupils) Pupil Acceptable Use Agreement

(For Parents)

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications 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.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.
- this agreement applies when children are completing remote learning at home.

(For Pupils)

- ✓ I will ask a teacher or suitable adult if I want to use the computers
- ✓ I will only use activities that a teacher or suitable adult has told or allowed me to use.
- ✓ I will take care of the computer and other equipment
- ✓ I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- ✓ I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- ✓ I know that if I break the rules I might not be allowed to use a computer.
- ✓ I will only use a computer for school work when a responsible adult is present.

Signed (*child*):.....

Date:.....Class.....

Signed (parent/carer): .....

Date:.....

## Scotton Lingerfield Primary School: Online Safety Forms

# Online Safety Form 4 (KS2 Pupils) Pupil Acceptable Use Agreement

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 *pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *pupils* 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. I will apply the same rules when using ICT at home to complete remote learning.

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* 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.
-

## Scotton Lingerfield Primary School: Online Safety Forms

- 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.
- If I take part in video calls as part of remote learning I will ensure that I am dressed appropriately, I am in a room where a responsible adult is present and the background view is as plain as possible.
- I will not record any part of a video conference.

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 understand that, if I do use my own devices at home 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 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.

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.

# Scotton Lingerfield Primary School: Online Safety Forms

## Form 4 (KS2 only)

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 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 and accessing remote learning.

Name of Student

Class

Signed

Date

Parent / Carer signature

Date