



The Eliot Bank and Gordonbrock Schools Federation



eSafety Home School Agreement for Parents and Carers January 2017

Parent/Carer name: _____ Pupil name: _____ Class: _____

Internet and IT

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, LGfL* e-mail and other ICT facilities at school. *LGfL (London Grid for Learning) provide many of the school's ICT services.

I understand that my child will sign an e-safety agreement form in school each year. A copy of this agreement form will be on display in their classroom for future reference.

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 steps include using an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, LondonMail email account and the Internet sites they visit. If the school has concerns about their e-safety or e-behaviour, they will contact me.

I will support the school by promoting the safe use of the Internet and digital technology at home. This includes, for example, ensuring that they do not access: social networks designed for older children (e.g. Facebook and Whatsapp) and computer games which are aimed at older children (refer to PEGI ratings). I will inform the school if I have any concerns over my child's e-safety.

As part of this agreement, I will not share photos or videos of other people's children online (e.g. on Facebook, Flickr, YouTube), unless their parents have given me permission. I will also not share photos or videos of staff. This includes photographs taken in school (e.g. assemblies) and out of school (e.g. school trips). If I become aware that another member of the school community has shared photos or videos, I will inform the school in confidence.

Parent / Guardian 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, for example on its website, and for no other purpose.

Parent / Guardian signature: _____ Date: ____/____/____

Social networking and media sites

I understand that the school has a clear policy on "The use of social networking and media sites" and I support this.

I understand that the school takes any inappropriate or illegal behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe and responsible use of the Internet and digital technology at home. I will inform the school if I have any concerns.

Parent / Guardian signature: _____ Date: ____/____/____

The Use of digital images and video

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 avoid using their photograph.
- If their photograph is used, we avoid naming the pupil.

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 take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't 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. School equipment is provided.

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

- **Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity.**
e.g. photographing children during a practical activity. The teacher will often use a montage of these photos in all the children's books as a record of their learning.
- **Your child's image for presentation purposes around the school;**
e.g. in school wall displays and PowerPoint® presentations to capture images around the school or in the local area as part of a project or lesson.
- **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;**
e.g. within a digital format (e.g. document, DVD, etc.) sharing good practice; on our school website or the Managed Learning Environment (MLE). In rare events, your child's image could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

The use of social networking and online media

Eliot Bank asks its whole community to promote the three commons approach to online behaviour:

- Common courtesy
- Common decency
- Common sense

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 and 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 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 staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network 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.)

N.B Facebook requires everyone to be at least 13 years old before they can create an account (in some jurisdictions, this age limit may be higher). Creating an account with false info is a violation of our terms. This includes accounts registered on the behalf of someone under 13.

In serious cases we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP report abuse process:

<https://www.thinkuknow.co.uk/parents/browser-safety/>