



Proud to be an award-winning  
online safety school.

- 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 younger children (Foundation / KS1)

**This is how we stay safe when we use school computers:**

- 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.

Child's name .....

Class .....

Signed (parent on behalf of child) .....



## 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
- 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?**

- This consent form is valid for the 2018/2019 academic year.
- 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.

I provide consent to:	Yes	No
Using images of my child on the school website.		
Using videos of my child on the school website.		
Using images of my child on social media, including the following: <ul style="list-style-type: none"> <li>• Twitter</li> <li>• School mobile APP</li> </ul>		
Using videos of my child on social media, including the following: <ul style="list-style-type: none"> <li>• Twitter</li> <li>• School mobile APP</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 academic year, 2018/2019** – it will be updated on an **annual** basis. Parents are required to fill in a new form for their child **every academic year**.

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.
- Consent is refreshed on an **annual** basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.
- 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](mailto:dpo@bellsfrm.bham.sch.uk) or telephone 0121 675 8666