



AVANTI HOUSE

e-Safety School Rules

All pupils use computer facilities including internet access as an essential part of their learning in school and as a requirement set out by the National Curriculum. We respectfully request that parents/carers make their children aware of the schools 'Think then Click' rules and sign the attached e-Safety consent form.

Think then Click

These rules help us to stay **safe** on the Internet

Primary Phase



We only use the internet when an adult is with us



We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.



We always ask if we get lost on the Internet.



We can send and open emails together.



We can write polite and friendly emails to people that we know.

Think then Click Secondary Phase

- You ask permission before using the Internet.
- You only use agreed and safe websites.
- You tell an adult if you see anything you are uncomfortable with.
- You immediately close any webpage you not sure about.
- You only e-mail people an adult has approved or whom you know.
- You send e-mails that are polite and friendly.
- You never give out personal information or passwords.
- You never arrange to meet anyone we don't know.
- You do not open e-mails sent by anyone you don't know.
- You do not use Internet chat rooms.

The school may exercise the right to monitor the use of the our computer systems, including access to web-sites, the interception of e-mails and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Avanti House School
e-Safety and The Use of Digital Images – Photography and Video
Parent/carer Consent Form

Name of Pupil:

Class:

Agreement

- I have discussed the e-Safety Rules with my child;
- My son/daughter has agreed to abide by the e-Safety Rules at all times;
- I have discussed the safe use of the computer, network, mobile phones, Internet access and other new technologies with my child.
- I understand that the schools network and Internet access may be monitored.
- I agree to the schools approaches towards digital images and the taking of video's at school events.

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names. If this is not the case please contact the school.

Parent's Consent for Internet Access

I have read and understood the school e-Safety Rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I also acknowledge that the school is not responsible for the content of material which is to be found on the Internet.

Digital Images and Video's

The schools approach is to **allow** parents/carers to take images of the children during school events.

If you are taking images during school events you will be:

- Requested to take images/video's of pupils or the school at specific times and in specific areas;
- Expected to not use any images or video's appropriately – taking due care with respect to circulation of images on the internet, avoiding the use of the children's names at all times or those sites that are untrustworthy. You will also seek others permission where the child is not your own;
- Asked to ensure that your child is appropriately dressed for the event (the school will also take due regard to this in any school productions or where photographs or video's are taken);

If you **do not** want your child's image taken by parents or the school and/or do not wish for your child to be a part of a school video, that you make this known in writing to the following members of staff: Class teacher, Office Manager and Headteacher.

Name:

Signed:

Date

PLEASE ENSURE THAT THIS FORM IS RETURNED TO THE SCHOOL OFFICE.

Dear Parents/Guardians,

The use of Digital Images – Photography and Video

You will be aware that there have been rapid changes in the technology of image production and that the taking and publishing of pictures is now very simple, often just one click of a button is sufficient to share a picture with many people across the world, with little knowledge of who they are, what they do or who the image will be shared with. This creates a dilemma for schools, as the distribution of images and/or a video is extremely difficult to monitor and/or control.

The school has a duty to provide a safe environment for all pupils at and while we are aware of the risks of image misuse. We firmly believe the school needs to now balance this against the positive value of professional, high quality images of pupils in celebrating and promoting the school as an exciting, colourful and vibrant place to learn. Appropriate pictures of the school and our children in action, can act to ensure that the school is the 'hub' of a community and can also act to enhance its reputation.

After reviewing the schools procedures for the taking of pictures at school events and our approaches towards e-Safety, we have now adapted our procedures accordingly and would like to share these with you. Please note that our e-Safety procedures and associated documentation, should be read in conjunction with our Anti-Bullying/Cyber Bullying and Safeguarding Policy.

The measures taken in the schools procedures are designed to ensure that the school does everything it can reasonably be expected to do, to protect the pupils from the potential harm that the misuse of images might cause.

Please read the attached documentation, sign accordingly and return to the school as soon as possible.