Dear Parents/Carers,

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 of care to provide a safe environment for all our children and while we are aware of the risks of image misuse. We firmly believe the school now needs to balance this against the positive values of our children having high quality images of their time in school, which in turn also promotes the school as an exciting, colourful and vibrant place to learn.   Appropriate pictures of the school and our children in action, can also act to ensure that the school is the 'hub' of our community, enhancing our reputation further as a centre of excellence.

After reviewing the schools procedures for the taking of pictures at school events and our approaches towards e-Safety, we have now adapted these 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 our children 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.

Yours Sincerely,

Mrs Bindu Rai
Principal

E-Safety
Guidance Document

Introduction

At Krishna Avanti Primary School, all policies, procedures and staff guidance reflect the vision of Avanti Schools Trust and act to promote character formation, educational excellence and spiritual insight in a safe and secure learning environment.

Governors and staff recognise that they have a full and active part to play in protecting our pupils from harm at all times.   This guidance and associated procedures that underpin our practise, apply to all staff, including; paid staff, volunteers , agency staff, students and anyone working on behalf of Krishna Avanti Primary School.

The use of information technology is an essential part of our daily life; it involves how we as a school gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the learning experience of our children and young people, and can be greatly beneficial to all. However, it can also present challenges in terms of how we use it responsibly and if misused either by an adult or a young person, can be actually or potentially harmful to them.

As a school, Krishna Avanti Primary School believes in supporting all elements of a child's development, creating the support needed so that they can learn to keep themselves safe in a variety of ways.   The school makes use of the wealth of technological advances that our children experience as an integral part of their daily practice and acts to provide staff and volunteers with the overarching principles that guide our practice with respect to e – safety.

The welfare of the children/young people who come into contact with our school is paramount in our practise and governs our approaches to the use and management of electronic communications and technology. We recognise that all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

Working in partnership with our children, their parents/carers and other agencies is an essential element of all we do. We act to promote our young people's welfare by, helping our young people to be responsible in their approach towards e-safety;

This guidance should be read in conjunction with the schools other Health and Safety and associated Safeguarding policies and procedures as follows:

Health and Safety;
Staff Handbook;
Child Protection and Safeguarding;
Anti- Bullying and Cyber-Bullying.

We will seek to promote e-safety by:

➢ Assigning our working in partnership with our ICT Support;
➢ Developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT;
➢ Supporting and encouraging the pupils to use the opportunities offered by mobile phone technology and the internet, in a way that keeps themselves safe and shows respect for others;
➢ Supporting and encouraging parents/carers to do what they can to keep their children safe online and also when using their mobile phones and game consoles;
➢ Incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for children and young people;
➢ Developing an e-safety agreement for use with our pupils, parents/carers;
➢ Using our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyber-bullying, or the use of ICT to groom a child or to perpetrate abuse);
➢ Informing parents and carers of incidents of concern as appropriate;
➢ Reviewing and updating the security of our information systems regularly;
➢ Providing adequate physical security for ICT equipment;
➢ Ensuring that user names, logins and passwords are used effectively;
➢ Using only official email accounts provided via the Avanti Schools Trust, and monitoring these as necessary;
➢ Ensuring that the personal information of staff, volunteers and service users (including service users' names) are not published on our website;
➢ Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given;
➢ Any social media tools used in the course of our work with children, young people and families will be risk assessed in advance by the member of staff wishing to use them;
➢ Providing effective management for staff and volunteers on ICT issues, through supervision, support and training;
➢ Examining and risk assessing any emerging new technologies before they are used within the organisation

The name of our e-safety coordinators are *Mrs Borcan (Inclusion Leader), Mrs Leach (ICT Leader), Derek Biddle (LA lgfl), and Joskos (ICT service provider).*

They can be contacted via the school office.

We are committed to reviewing this guidance on an annual basis as an integral part of our Schools Policy and Information List.

This guidance was last reviewed on: September 2016

e-Safety 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

Foundation 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
e-Safety Rules for Key Stage 1 & 2

- We **ask** permission before using the Internet.

- We **only** use websites that an adult has chosen.

- We **tell** an adult if we see anything we are uncomfortable with.

- We immediately **close** any webpage we not sure about.

- We **only** e-mail people an adult has approved.

- We **send** e-mails that are polite and friendly.

- We **never** give out personal information or passwords.

- We **never** arrange to meet anyone we do not know.

- We do **not** open e-mails sent by anyone we do not know.

- We 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.

Krishna Avanti Primary 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 functions.

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 the pupil/s name/s. 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. Please note the following:
If you are taking images during school events, we will:
  ➢ Request that you take any images or video's of pupils or the school at a particular time and in a specific area/s;
  ➢ Expect you to 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 your child is **not** your own;
  ➢ Ask you 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 other parents or the school and/or do **not** wish for your child to be a part of a school video, that you should 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.