



“I have come in order that you might have life – life in all its fullness.”  
John 10:10

## Digital Image (videos, photographs, website) Policy

<b>Policy accepted by SLT on:</b>	<i>22/2/2017</i>
<b>Next review:</b>	<i>Spring 2020</i>
<b>Signed (Headteacher):</b>	<i>R. Kaye</i>
<b>Statutory policy:</b> <i>Yes/No</i> <b>On school website:</b> <i>Yes/No</i>	

### **DIGITAL IMAGE (VIDEOS, PHOTOGRAPHS, WEBSITE) POLICY**

## Introduction

This policy should be used in conjunction with other school policies, including:

- Child Protection and Safeguarding Policy
- Digital Image (videos, photographs, website) Policy
- ICT Acceptable Use Policy (AUP)
- Social Media and Social Networking Policy

## Guidelines

1. We need the permission of parent(s)/carer(s) before children can be allowed to use the Internet or education email service. The Parental Permission Form **MUST** be signed and returned to the school.
2. Children should only use the school computer systems for those activities and services (Internet and email) which they have been given permission to use.
3. Children must only use the school computers with the permission and under the supervision of a member of staff.
4. Activities which use the Internet during taught lessons will be directly related to schoolwork. Use of the Internet outside of taught lessons is at the discretion of a member of staff who will set guidelines and supervise its use.
5. When accessing DB Primary, Bug Club or Active Learn, children must only use the user name and password that they have been given by the school and should keep this password private.
6. Children should not download and use material or copy and paste content which is copyright. Teachers will give guidelines on how and when pupils should use information from the Internet.
7. The Internet access provided in Somerset First/Primary Schools is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. Under no circumstances should children attempt to view, upload or download any material that is likely to be unsuitable for children or schools. Children have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.
8. Children will be taught to respect the privacy of files of other users. They will be taught not to enter, or attempt to enter without permissions, the file areas of other children or staff.
9. Parents are asked to explain the importance to their child of these rules for the safe use of the Internet and to sign and return to the school the Parental Permission Form. **No disks, memory cards, memory sticks or other storage media from home can be used on systems in school.**
10. It is the policy of the school not to identify individual children in photographs used in local newspapers. **(This is a change to previous policy.)** For pictures used on websites, any images used are of groups of children and can sometime be individual children.

11. There will be occasions when your child will be part of a school recording. These recordings are only made available to parents/carers, and in some instances used for Local Authority training purposes. If you have any concerns regarding video use, please see the Headteacher.
12. The email service within DB Primary is a safe way for children to communicate with each other and should be used in accordance with the school's policy.

**IT IS ESSENTIAL THAT YOU SIGN AND RETURN THE ATTACHED PARENTAL PERMISSION FORM.**

**Parental Permission for children's use of Internet facilities at school**

The school has a connection to the Internet. The Internet provides a number of important and valuable contributions that can enhance learning and understanding in all of the school curriculum areas. Thousands of schools across the world now have access to the Internet, and many children and students are reaping the educational benefits this learning resource provides.

As a result of the open and unregulated nature of the Internet, there is some material that is unsuitable for viewing by children. Therefore, we have introduced procedures that should enable your child to use the Internet facilities safely and securely. A copy of the school's *Digital Image (videos, photographs, website) Policy* is attached to this letter. We will make every effort to ensure that your child does not view unsuitable material. A member of staff will monitor each session. Each member of staff and parents/carers of each child using the Internet must agree to the policy.

For your information, the following websites provide further information on Safety on the Internet: <http://www.thinkuknow.co.uk>

<http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers>

**The slip below MUST be completed, signed and returned to the school for our records. Use of the Internet and/or email service will be withheld unless this has been done.**

I have read and understood the Christ Church C of E First School *Digital Image (videos, photographs, website) Policy*

Child's name .....

Child's class .....

Signed ..... (Parent/Carer)      Date .....

Name of Parent/Carer (PLEASE PRINT) .....