



ACCEPTABLE USE POLICY – ICT AGREEMENT

**CIRCULAR TO PARENTS
(Gr.3/Year 4 to Gr.12 / Year 13)**

20th February, 2021

Subject: Acceptable Use Policy (AUP)

Dear Parents,

In order to ensure we are safe guarding our learners, we request all students from Gr.3/Year 4 to Gr.12 / Year 13 to sign the AUP.

I request your support in completing the attached google form and submitting it. Kindly acknowledge the submission of the form via your child to the Class Teacher.

Thanking you in advance.

Mrs. Farah Soonawalla
Principal



ACCEPTABLE USE POLICY (AUP): STUDENTS

February 2021

E-Safety Expectations (Gr.3/Year 4 to Gr.12 / Year 13)

- I will use ICT in school for school purposes.
- I will only use my personal e-mail address (Gr.6/Yr.7 – Gr.12/Yr.13) emailing school related matters.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords on Zoom links.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is a part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behavior when using ICT because I know that these rules are to keep me safe.
- I will use all learning technology in an expected safe way.
- I will support the school's approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that my use of ICT can be checked and that my parents may be contacted if a member of school staff is concerned about my e-safety.
- If I come to know of any ICT misuse by my friend/ classmate It's my moral responsibility to inform my teacher

Signed: _____ (Student - if age appropriate)

Date: _____

Signed: _____ (Parent)

Date: _____



ACCEPTABLE USE POLICY (AUP) : PARENTS

Parent Name: _____

Pupil's Name: _____

As the parent of the above pupil, I understand that my daughter or son will have supervised access to the Internet, and other ICT facilities at school.

I know that my daughter or son has signed an e-safety agreement form and that they have a copy of the 'rules for responsible ICT use'.

Despite the safeguards put in place, 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, restricted access e-mail, employing appropriate teaching practice and teaching e-safety skills to pupils.

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

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent's signature: _____ **Date:** ___/___/___

Name: _____



ACCEPTABLE USE OF PHOTOGRAPHS, IMAGES AND VIDEO POLICY

INTRODUCTION

Digital technology has vastly increased the use and potential misuse of photographic images - printed, digital and video images and concerns about allowing the filming of children & young people's events and publishing their pictures to web sites has highlighted the need for the school to have a consistent, legal and up to date policy about the use of photographic images & videos.

School use images and videos for a variety of purposes, including brochures, admission forms, display boards, educational purposes, and school website. We understand that parents may also wish to take videos or photos of their children participating in school events for personal use.

This policy applies to the use of students' photographs, images & videos in school published materials and on the school website.

AIM

The aim of the policy is to ensure that the right to privacy of children, staff and parents are respected and all photographs/videos are published keeping in line with the school Child Protection Policy.

1.1 GUIDELINES FOR TAKING PHOTOGRAPHS AT SCHOOL EVENTS - PARENTS

- The school management decides if parents are allowed to take videos or photographs during school events such as Concerts and Sports Day.
- However they are permitted to take photographs of their children, for their own private use.
- In case parents are permitted to take photographs or videos - the school will make an announcement will be made at the start of events to provide guidance for parents and to make it clear that any images taken must be for private use only according to the Data Protection legislation

1.2 GUIDELINES FOR PUBLISHING PHOTOGRAPHS ON THE SCHOOL WEBSITE

- School Authorities will seek the consent of parents regarding the use of student images on the School Website.
- Parent consent forms will be retained by the school (Refer Appendix).
- A record of parental consent/ non consent will be maintained by the class teachers
- Parents may at any time withdraw their consent/ non consent for the use of student's images and videos in school published materials or on the school website. Any such request must be made through the class teacher.
- Pictures to be published on the school's website, will be selected carefully and appropriately.

- When publishing digital images/ videos on the school website, teachers should be careful about the appearance of students/staff. Any images which are likely to cause an issue to a student/staff should not be published on the school website.
- Group activities should be focused rather than photos of individual children.
- Personal details of any child or staff in a photograph will not be used in association with the photograph without their permission.
- Where photographs are taken at an event attended by a large crowd e.g. flag day/sports day, it is not necessary to get the permission of everyone in a crowd before publishing the image on the school website.

1.3 VIDEOS/IMAGES HANDLED BY STUDENTS AS PART OF SCHOOL ACTIVITY

- In case of school activities such as Movie Making –
 - Recording should be done under the guidance/supervision of a parent/teacher.
 - A consent form should be signed by the parents of each member of the team.
- Students **should not publish** the recordings/films online or otherwise for public viewing

1.4 SOCIAL MEDIA

- The school has **no social network presence** and all the communications to the parents including notices are provided through the school portal & school website.
- Personal communication are done using email.
- Class teachers have whatsapp groups with students/parents for emergency contacts, but the usage of it is strictly limited for educational/official purposes only.

2.1 LEGISLATION

- This policy has due regard to all relevant legislation including The Data Protection Act.
 - All photographs and video content are classified as personal data under the Data Protection Act.
 - Images or video content may be used for any school purposes only after getting informed consent from the parents. Parents are responsible for providing consent on their child's behalf and they have the right to withdraw consent at any time.
 - Images obtained by the school will not be kept for longer than necessary.
 - Copies of photos and video recordings held by the school will be annotated with the date on which they were taken and will be stored securely.
 - They will not be used other than for their original & intended purpose.
 - No digital image will be altered or enhanced in any way without prior permission by the Supervisor.

2.2 SCHOOL'S PROCEDURE TO MONITOR & INTERVENE THE ISSUES

- It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is breaching expectations or by reporting the incident to the Supervisor and to the E-safety representative of the section through the Cyber Abuse & Misuse reporting form.

- In case of any issues, students should report to the concerned class teacher / subject teachers.
- Teachers should report to the Supervisor and to the E-safety representative of the section through the Cyber Abuse & Misuse reporting form.

IMPLEMENTATION

- Copies of the policy will be distributed to the parents of all students.
- The policy will be made available to parents on the school website and copies will be made available to parents at any time on request.
- Parent Consent Form will be signed and retained by the school.