



St Winefride's Catholic Primary School

12 Rules for Responsible Computing and Technology Use

These rules will keep everyone safe and help us to be fair to others

1. I will only use the school's computers/tablets etc. for schoolwork and homework.
2. I will only delete my own files.
3. I will not look at other people's files without their permission.
4. I will keep my login and password secret.
5. I will not bring files into school without permission (on memory sticks/cards etc.)
6. I will ask permission from a member of staff before using the internet and will not visit internet sites that I know to be banned by the school.
7. I will only email people I know or those approved by my teacher.
8. The messages I send, or information I upload, will always be polite and sensible.
9. I will not open an attachment, or download a file, unless I have permission and I know and trust the person who has sent it.
10. I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
11. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
12. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher or a responsible adult.

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



St Winefride's Catholic Primary School

Use of digital images - photography and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your child.

External Use of Photographs

We adhere to the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names are not given in credits at the end of the film. Only images of pupils in suitable dress are used.

Internal Use of Photographs

Staff are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity;
e.g. photographing children at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing the children to see their work and make improvements.
- Your child's image for presentation purposes around the school;
e.g. in school wall displays and PowerPoint© presentations to capture images around the school or in the local area as part of a project or lesson.
- Your child's image on the school website or MLE.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;
e.g. within a CDROM/DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, your child could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Further information for parents on Online Safety can be found at:
<https://www.thinkuknow.co.uk/parents/Primary/>



St Winefride's Catholic Primary School Online Safety Agreement Form: Parents

Parent/Carer name: _____

Pupil name: _____

Class: _____

As the parent or legal guardian of the above pupil, I grant permission for my child to have access to use the internet, MLE, LGFL email* and other Computing and Technology facilities at school.

I know that my child has signed an Online Safety agreement (or I have signed it on their behalf if they are unable to sign it) and that they have a copy of the "12 rules for responsible Computing and Technology use."

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 using an educationally filtered service, restricted access email*, employing appropriate teaching practice and teaching online safety skills to pupils.

I understand that the school may check my child's school computer files and the internet sites they visit and that if they have concerns about their online safety or online behaviour that they will contact me.

I will support the school by promoting safe use of the internet, (including their use of social media sites such as, but not limited to, Facebook, Instagram, Snapchat, WhatsApp, Skype, etc. There are many more messenger services opening all the time so keep an eye out for any new apps your children download) and digital technology - including tablets, smartphones, internet capable games consoles, smart televisions etc. - at home and will inform the school if I have any concerns over my child's online safety.

Parent/Carer Signature: _____

Date: / /

Use of digital images – Photography and video: I also agree to the school using photographs of my child or including them in video material, as described in the document "Use of Digital Images – Photography and Video". I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

Parent/Carer Signature: _____

Date: / /

* At this school we only use London Grid for Learning with pupils. The e-mail is 'safe' as pupils can only e-mail others in their class. We do not set-up individual e-mail accounts until Year 3. Where we choose to let pupils communicate with others outside of the school, we only do so with those approved by the school. We tell pupils to never give out their e-mail to strangers unless they have approval.



St Winefride's Catholic Primary School

Pupil Online Safety Agreement Form

Keeping safe: stop, think, before you click!

Pupil name: _____ Class: _____

I have read the school '12 rules for responsible Computing and Technology use'. My teacher has explained them to me.

I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.

This means I will use the computers, Internet, e-mail, online communities, digital cameras, video recorders, and other Computing and Technology equipment in a safe and responsible way.

I understand that the school can check my computer files, and the Internet sites I visit and that if they have concerns about my online safety, that they may contact my parent/carer.

Pupil's signature _____

Date: / /