

Elmhurst regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies. We attempt to ensure that all students have good access to digital technologies to support their teaching and learning and we expect all our students to agree to be **responsible users** to help keep everyone safe and to be fair to others. Your child will also be asked to read and sign an Acceptable Use Policy tailored to their age.

Internet and IT

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 takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials etc. Where it is possible to blur or change the background, I will help my child to do so.

If my child has online tuition for catch-up after lockdown or in general, I will undertake necessary checks where I have arranged this privately, to ensure they are registered/safe and reliable, and for any tuition, I will remain in the room where possible, and ensure my child knows that tutors should not arrange new sessions or online chats directly with them.

I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet.

Use of digital images, photography and video

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

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity, e.g. using drama to retell a story or participating in a practical maths activity. Only images of pupils in suitable dress are used.
- Your child's image being used for presentation purposes around the school. e.g. in class or wider school wall displays or PowerPoint© presentations. When showcasing examples of pupils' work, we only use their first names, rather than their full names.
- 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. in our school prospectus or on our school website.
- 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 aren't given in credits at the end of the film.
- Note: If we, or you, wanted to include your child's image on our social media platform or in the media, we would contact you separately for permission, e.g. if they won a national competition.

<i>Please circle the appropriate option:</i>	Signature
I do / do not give permission for a picture of my child to be placed on the school website and on brochures developed by the school.	

Social Media Use

As the child's parent/ guardian, I agree that if I take photographs or video recordings of my child which includes other children, I will:

- Use these for personal and family use only.
- Only publish photos of my child/children taken at school on social media networks if they **do not** contain recognisable images of other children.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I understand that my permission will last for the time that my child/children remain at Elmhurst.

I understand that my son/daughter has agreed in the pupil acceptable-use policy not to search for or share any material that could be considered offensive, harmful or illegal. This might include bullying or extremist/hate/discriminatory content.

I will support the school by promoting safe and responsible use of the internet, online services and digital technology at home. I will inform the school if I have any concerns.

I confirm that I have read, understood and agree to the points outlined in this agreement.

Full name of child: _____ **Class:** _____

Parent / guardian signature: _____ **Date:** _____

The use of social networking and online media

This school asks its whole community to promote the 'three commons' approach to online behaviour:

- o **Common courtesy**
- o **Common decency**
- o **Common sense**

How do we show common courtesy online?

- o We ask someone's permission before uploading photographs, videos or any other information about them online.
- o We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

How do we show common decency online?

- o We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory, or encourage extremist views. This is online bullying** and may be harassment or libel.
- o When such comments exist online, we do not forward such emails, tweets, videos, etc. Creating or forwarding such materials can make us liable for prosecution.

How do we show common sense online?

- o We think before we click.
- o We think before we upload comments, photographs and videos.
- o We think before we download or forward any materials.
- o We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- o We make sure we understand changes in use of any websites we use.
- o We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

If any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on the internet or any social media, they will be reported to the appropriate 'report abuse' section of the network site (all social media have clear rules about content which can be posted and have robust mechanisms to report breaches). Pupils and staff would be disciplined appropriately, and we expect parents to support us in this and behave appropriately themselves.

In serious cases, we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP process for reporting inappropriate sexual approaches towards children at [thinkuknow.co.uk/parents](https://www.thinkuknow.co.uk/parents)