

## Pupils e-safety agreement

*Keeping me safe at home and at school*

We check with a grown up before using the internet



We tell a grown up if something we see makes us feel worried

If we get stuck or lost on the internet we will ask for help.



We can write polite and friendly messages to people we know



We will keep our personal information, our name, address, our school, our pictures "Top Secret" and not share on the internet.

We will not bring mobile phones to school



## Pupils e-safety contract

Please complete, sign and return to the school secretary

**Pupil:**

**Class:**

### Pupil's Agreement

I have listened to and understood the pupils e-safety agreement, and will follow the rules which are there to keep me and the school safe.

**Signed:**

**Date:**

### Parent's Consent

I have read and understood the e-safety agreement and give permission for my son / daughter to access the Internet at school, and will encourage them to abide by these rules. Children will receive advice on e-safety at school, advice for parents is available at [www.thinkuknow.org.uk/parents](http://www.thinkuknow.org.uk/parents) or by contacting the school. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

I will ensure that any pictures taken during school events that include other children will not be shared using social media.

**Signed:**

**Date:**

**Please print name:**

### Permission to take and use photographs of children

Sometimes we take photographs of the children. These are mainly used for educational reasons but occasionally we may use these images in our publicity or the schools prospectus or in other printed publications as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our establishment / school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, websites or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 4 below, then sign and date the form where shown.

**PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL AS SOON AS POSSIBLE.**

May we use your child's photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purposes?	Yes / No
May we use your child's image (unidentified) on our website?	Yes / No
May we record your child's image (unidentified) on video or webcam?	Yes / No
4. Do you consent to your child being photographed or filmed in press events agreed by the school?	Yes / No
5. Do you consent to your child's full name being published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name)*** <b>Please see notes at end of document</b> ***	Yes / No

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies*

*Unidentified above means we will only use the first name.*

I have read and understood the conditions of use below

<b>Signed:</b>	<b>Date:</b>
<b>Please print name:</b>	

## Conditions of school use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school or setting. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
2. We, the school, setting or service, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. **As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only.** I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.