Stamford Green Primary School and Nursery

Computing, Online Safety and Acceptable Use Policy

Agreed at (please indicate with a *):

- Full Governing Body Meeting __
- Children and Learning Committee Meeting __*
- Resources Committee Meeting __

Date: 1.7.21

Computing, Online Safety and Acceptable Use Policy Contents

Computing, Online Safety and Acceptable Use Policy

1. Introduction

a) At Stamford Green children are active learners who enjoy using technology to further their learning. Children enjoy the learning experiences provided by the school's computing curriculum- such as programming using Scratch or photo-editing using Paint.Net. Children also enjoy using technology to further their learning across the whole curriculum. They love researching history themes for example, or using green screen technology to place themselves in exciting environments.

2. Aims and Objectives:

a) We aim to exploit the fullest range of technology available to us in order to maximise the potential learning experiences we can provide. We also seek to embed technology into the lives of the school community including children, teaching staff, admin, parents and governors.

b) We understand that it is essential to keep all members of the school community safe when using technology, and to ensure they are aware of potential dangers. To this end, all users are taught to meaningfully use technology for a variety of purposes, in a manner that reflects a sound awareness of Online Safety.

c) This Computing and Online Safety policy has been written by the school's Computing Subject Leader and follows government and CEOP guidance.

d) The policy and its implementation will be reviewed every two years. If it is necessary to make changes within a cycle in order to reflect emerging technologies or concerns then these changes will also be approved by the Leadership and Management Team and governors.

3. What is computing?

a) According to the new 2014 computing framework, computing education equips pupils to understand and change the world through logical thinking and creativity, including by making links with mathematics, science, and design and technology.

b) The core of computing is computer science, in which pupils are taught the principles of information and computation, and how digital systems work. Computing equips pupils to use information technology to create programs, systems and a range of media.

c) It also ensures that pupils become digitally literate, able to use and express themselves and develop their ideas through information and communication technology at a level suitable for the future workplace and as active participants in a digital world.

4. Aims

At Stamford Green our aim is to rigorously implement the computing curriculum so that children can:

a) understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation.

b) analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems.

c) evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.

d) be responsible, competent, confident, creative and safe users of information and communication technology.

5. Mode of Working

a) Computing is incorporated in the planning of each curriculum scheme of work. In addition there is a scheme of work for computing that outlines progression in skills. Discrete computing lessons are taught throughout the school and are pitched according to the school's scheme of work.

b) Class teaching, individual work and co-operative group work are used where appropriate. Grouping may be by mixed-ability groups or children may be placed into ability groups or pairings.

6. Pupils with Special Educational Needs

a) We recognise that all categories of learners, for example those who are visually impaired or those who have moderate learning difficulties, must have access to computing with proper support and equipment according to their needs.

b) We also recognise that computing can be an effective motivator for pupils with special educational needs and can build their self-esteem and self-confidence.

c) The SENDCO and Computing Leader jointly advises teachers on the computing support which can be provided to individual children with particular educational needs. Where appropriate external specialists are used to assess a child's specific needs.

7. More Able Pupils

a) Pupils with particular ability and flair for computing are extended through the use of creative and enriched supplementary materials. The Computing Leader can provide advice on stretching able children.

8. The Role of the Computing Leader

a) The Computing Leader is responsible for all aspects of computing at Stamford Green. Online Safety Matters might also be dealt with by a wider team which could also comprise of the Headteacher and/or DCPO – Designated Child Protection Officer.

b) The Computing Leader ensures that all children and adults in the school community are aware of and adhering to Online Safety principles (See Online Safety section)

c) The Computing Leader takes a lead in the development of policy and the production of schemes of work designed to ensure progression and continuity in computing throughout the school.

d) The Computing Leader supports colleagues in their development of detailed work plans and implementation of the schemes of work and in assessment and record keeping activities.

e) The Computing Leader monitors progress in computing and advises the head teacher on action needed.

f) The Computing Leader may liaise with Eduthing concerning the maintenance, purchase and organisation of hardware resources for computing and liaises with colleagues in the purchase of software to support the subjects of the National Curriculum.

g) The Computing Leader should keep up to date with developments in computing and disseminate information to colleagues as appropriate.

h) The Computing Leader takes responsibility for organising professional development training for all staff.

i) The Computing Leader may be responsible for liaising with technicians although individual teachers are able to log their own technical problems as appropriate or necessary.

j) The Computing Leader may be responsible for researching new hardware and software, as appropriate, to support the school's future needs.

k) The Computing Leader is to develop a school portfolio of assessed children's work.

9. Feedback to Pupils

Feedback to pupils about their own progress in computing is achieved through:

a) marking of work, according to the school's marking and assessment policies.
b) encouraging self-assessment of their work.
c) questioning and discussion.
d) displaying work
e) observing pupils while working;

10. Monitoring and Review

a) Each year group will keep examples of assessed computing work in accordance with the school's assessment policy;

11. Strategies for the Use of Resources

a) Requests for replacements and additions are reported to the Computing Leader who prioritises them in his/her budget application. Staff training needs are identified by the leader in consultation with staff and appraisal team leaders. These issues are then considered alongside other School Success Plan priorities. The budget share and main areas of spending are detailed in the School Success Plan and the current budget plan.

b) The use of classroom laptops, iPads and other computing devices is planned for by class teachers. All devices can be booked out using an online booking system and many classes have applied repeat bookings to create their own weekly slot. Devices are also booked out to complement and enhance other learning, such as for guided reading or maths.

c) The identification of other needs and the prioritising of spending will be in line with priorities in the School Success Plan.

12. Inclusion

a) All pupils regardless of race or gender, shall have the opportunity to develop their computing capability. The school will promote equal opportunities for computer usage and fairness of distribution of resources.

b) Efforts are made to ensure that work created at home can be transferred to a class computer or e-mailed using school e-mail accounts. During the Covid Lockdown Google Classroom and various other systems were set up to allow Home Learning. These systems will now remain active for use in the future.

c) Groupings for computer usage should generally follow the same pattern as for all lessons. It might sometimes be appropriate to match pairs of equal ability. However there may also be occasions when a more able user guides and supports a less able pupil. On other occasions children might work independently.

d) Staff should structure their teaching to match a learning difficulty. If the situation arises, the school will endeavour to buy appropriate resources to suit the specific needs of any child.

e) Whilst the vast majority of children at Stamford Green enjoy access to computer and the internet at home, we appreciate that not all children will necessarily have these opportunities. As a result we endeavour to compensate for this imbalance whenever possible. After careful auditing for example, some children at Stamford Green were provided with Chrome Books to ensure Pandemic Lockdown Home Learning could be completed. These continue to be used to allow access to homework sites such as Spelling Shed and My Maths.

13. Health and Safety *(to be read in conjunction with the school's health and safety policy)*

This includes:

a) use of equipment in accordance with health and safety requirements.

b) teaching children to understand the need for safe practice in the use of the Internet (See Online Safety section and Guidelines for Parents)

c) ensuring all parents have signed the Internet permission form.

d) checking that all electrical devices used in school are given a PAT (Portable Appliance Test) before being used.

e) Health and Safety checks to ensure that electrical appliances are used correctly, for example that ventilation requirements are adhered to.

14. What is Online Safety?

a) Online Safety encompasses not only Internet technologies but also electronic communications such as mobile phones and wireless technology. It highlights the need to educate children about the benefits, risks and responsibilities of using information technology. It provides safeguards and raises awareness to enable users to control their online experiences.

b) "We interpret the term 'information communication technology' to include the use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) electronically."

15. Teaching, Learning and the Internet

a) The internet is an essential element in 21st century life for education. The school has a duty to provide students with quality Internet access as part of their learning experience.

b) Internet use is part of the statutory curriculum and a necessary tool for staff and pupils.

c) Staff and pupils use it for research, for communication and for educational sites to support learning.

d) The school internet access is designed expressly for pupils' use and includes filtering and monitoring appropriate to the age of the pupils.

e) Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

f) Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

g) Pupils should be taught to be critically aware of the materials they read and will be shown how to validate information before accepting its accuracy. Older children will be taught about the concept of 'fake news' and how the internet is believed to have played a role in manipulating public opinion through the placement of falsehoods prior to elections.

h) Older pupils should be taught how search engines such as Google rank results. They should appreciate that companies pay money to achieve high rankings and so be aware that the first search results are often sponsored.

16. Copyright and the Internet

a) The school will seek to ensure that the use of Internet derived materials by staff complies with copyright law.

b) Older children will be taught the requirements of copyright law and encouraged to consider these laws when creating their own resources and presentations.

17. Managing Internet Access

a) School IT systems' security will be reviewed regularly.

b) Virus protections and firewalls will be updated regularly by Eduthing.

c) Security strategies will be reviewed regularly with relevant experts.

d) All staff and children will have their own usernames and passwords for services such as network user accounts, SIMS etc. Everyone will be made aware of the importance of keeping their login details confidential and not allowing others to access services using their log in details. Please see the Data Protection Policy that ensures we are GDPR compliant.

e) Staff will be made aware of the importance of logging off and shutting down their computers at the end of the day. As well as protecting staff this ensures compliance with GDPR requirements.

f) Supply teachers and student teachers have their own separate accounts to minimise opportunities for abuse.

g) All devices and pupil/staff accounts are carefully supervised using cutting edge keylogging and monitoring software. This has on occasions allowed immediate intervention when children have attempted to use technology inappropriately in lessons. In line with the Children's Code, children are made aware that this monitoring software is in use.

h) Children's use of the internet is also manually monitored by teachers in lessons. Children are not allowed to use any device unsupervised by a teacher.

i) If staff or pupils discover any unsuitable site, online material or app, then it must be reported immediately. An online incident form must then be filled out detailing all known information. These can be found in the staffroom.

j) The computing and online safety leader, will regularly liaise with Eduthing to ensure that filtering methods continue to be appropriate, effective and reasonable.

k) Staff will receive training on the implications of the new General Data Protection Regulation introduced on 25 May 2018. The principles of this will be adhered to by all staff without exception.

18. Email

a) Pupils may only use approved email accounts on the school system.

c) Pupils must immediately tell a teacher if they receive offensive emails, or are aware that other children are sending or receiving offensive e-mails.

d) Pupils must not reveal personal details of themselves or others in email communication or ever arrange to meet anyone.

e) The forwarding of chain letters is not permitted.

f) Staff emails sent to external organisations should be written clearly and with due care and attention. Important communications should be authorised by a member of LMT in the same way as if it were a letter written on school headed paper. Staff should use their official school email accounts for all professional communication. This includes salutations and ensure sign offs follow guidance as detailed in the Presentation Policy.

19. Stamford Green's website (and associated activities)

a) Stamford Green Primary School understands the role its website (and associated activities such as Twitter and Facebook feeds) can make in promoting the school, providing information to prospective parents, teachers and the wider community and improving standards in teaching and learning. Please refer to the Staff Code of Conduct Policy for specific guidance.

b) The safety of children and other users who appear or are referred to on the published site is of paramount importance and therefore the school's usual media rules apply. Children's images will only be used if parental consent was specifically granted for online use. At all times, children will only be shown in images where they are suitably dressed.

(See appendix for media consent form)

c) All material placed online by the school in any context is necessarily by consent. Staff, parents and children have the right to ask for any published material to be removed even if prior consent was given. Parents will be notified of this right on the school's media consent form.

d) Personal details of staff, governors and children such as home telephone numbers, personal e-mail addresses etc. will not be released by e-mail or through the school website.

e) Web pages uploaded to the school website will be reviewed regularly for accuracy and will be updated as required. It will be the responsibility of the website leader, school Leadership and Management Team and members of staff to ensure that this happens.

f) A copy of all children who aren't allowed to have digital images taken and published on the school website will be available to all members of staff.

20. Social networking and personal publishing
(To be read in conjunction with the Staff Code of Conduct Policy)

a) We will use educational materials to educate pupils in the safe use of social media. Children and staff will be aware of the concept of a 'digital footprint' and how people may come to regret posts they previously made.

b) Pupils and staff will be advised never to give out personal details of any kind which may identify themselves or their location. They will also be taught about the importance of disabling location services when using mobile devices.

c) Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils and is inappropriate for this age range.

d) As educational professionals, we will, of course continue to teach and model to the children the correct way to speak to each other and engage with their peers. In school, we never shy away from tackling poor behaviour and the use of inappropriate language. However, we are unable to police children when they are using personal devices for social communications at home and ask instead for parents/carers diligence and support as they monitor and manage their child's behaviour. Please remember, children are still learning appropriate discourse, inference, intonation and social boundaries and will need their parents/carers support with this.
Of course, if you feel that your child is being targeted or bullied by another child online or via other personal devices, this is different and we would ask that you raise this with your child's teacher via parents@stamford-green.surrey.sch.uk as necessary.

e) Pupils and parents will be advised that they have a responsibility to ensure that their own use of social network spaces outside school is respectful to all members of the school community and complies with the law.

f) Parents will be advised at events such as school performances or special days such as sports days that any materials they have recorded must <u>not</u> be uploaded onto social media sites.

21. Protecting personal data

a) Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and, following its repeal, the General Data Protection Regulation 2018.

b) The use of memory sticks is expressly forbidden in order to ensure that personal data is not lost should devices be lost or stolen.

c) All devices which can in any way be used to access <u>any</u> personal information must be protected by a password or passcode. The loss of any school devices must be reported immediately so that hard drives can be remotely wiped by Eduthing.

d) The use of personal devices for taking video or photos is limited to school trips and outings. All media must immediately be deleted from the device once it has been uploaded to Twitter. (See Staff Code of Conduct Policy)

22. Authorising Internet access

a) All staff must read and sign the 'Acceptable Use Policy before using any school resource. This can be found in the Staff Code of Conduct and is part of our induction procedure.

b) The school will maintain a current record of all staff and pupils who are granted Internet access. The record will be kept up to date. eg. a member of staff may leave or a pupil's access be withdrawn.

c) At Key Stage One, access to the Internet will be by adult demonstration with directly supervised access to specific, approved online material.

d) Key Stage Two will be allowed to engage in their own research when appropriate, although reminders about what to do if they encounter inappropriate material will be given frequently. Children will not be allowed to use the internet at any time unsupervised by an adult staff member.

a) Parents will be asked to sign and return a consent form.

23. Assessing Risks

a) The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Any inappropriate material which has evaded the school's filtering systems must be reported to the

Computing Leader and subsequently to Eduthing for manual blocking at the earliest opportunity.

b) The school cannot accept liability for the material accessed, or any consequences of Internet access.

c) The school will audit computing provision and conduct child and parent surveys to establish if the Online Safety policy is adequate and that its implementation is effective.

d) Youtube is currently not blocked at Stamford Green due to its huge potential in providing teaching and learning opportunities. However, the utmost care must be taken when using it. Videos must be checked before they are shown to children and teachers should be aware of dangers posed by autoplay and potentially inappropriate comments from other users.

24. Handling Online safety complaints

a) Complaints of Internet misuse will be dealt with by a member of the online safety team.

b) Any complaint about staff misuse must be referred to the online safety team (of which the Headteacher will always be a part).

c) Complaints of a child protection nature must be dealt with in accordance with school's Safeguarding policy.

d) Pupils and parents will be informed of the complaints procedure. Complaints may be passed on to the police if this is felt to be appropriate.

25. Introducing Online Safety policy to pupils

a) Online Safety will be regularly and robustly taught to every child in the school, and material will be age-specific, focusing on the most critical aspects for that age group at that time.

b) Stamford Green will make every effort to participate in national and international events such as Safer Internet Day. Individual year groups will be able choose how best to implement and celebrate such events and a whole school approach may also be utilised where appropriate.

c) Online Safety rules will be visible in all networked rooms and will be frequently discussed and revised.

d) Pupils will be informed that network and internet use will be monitored, and that it is easily possible to track an individual's internet use.

e) In addition to the age-related Online Safety advice, it will be made clear to pupils that the following activities are not permitted:

I. Sending or displaying offensive or bullying messages or pictures.
II. Damaging computers, computer systems or computer networks.
III. Violating copyright laws.
IV. Using others' passwords.
V. Trespassing in others' folders, work or files.
VI. Intentionally wasting limited resources.

f) All Individual users of the internet are responsible for their behaviour and communications over the network.

g) Computer storage areas and (any pupil use of) memory sticks will be treated like all school property. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or memory sticks will be private.

h) Children will only be allowed to use the Internet when parental permission has been obtained.

26. Staff and the Online Safety policy

a) All staff will be given the school Online Safety policy and its importance explained. For new staff this will happen as part of their induction process.

b) Staff should be aware that all Internet traffic is monitored and traceable to the individual user. They are also made aware that keylogging software operates on all devices and accounts. Professional conduct is essential.

c) Staff will be made aware of their responsibilities in ensuring that their own social-networking communications are professional, respectful and lawful.

27. Parents and the online safety policy

a) The school will seek to maximise parental awareness and involvement through surveys, newsletters, our website and online safety seminars for parents.

b) The school will share with all new parents/pupils the home/school agreement when their child starts at SGPS.

28. Online Safety Sanctions

a) Children will be advised that their use of the school's internet facilities and user accounts can be suspended or terminated if improperly used.

b) Adults will sign to say that they support our Internet Use and give permission to use when pupils start at SGPS.

c) The Stamford Green behaviour code will apply at all times when using computers with the usual sanctions applying for children whose behaviour does not follow the code. See Appendix 1

29. Cyberbullying

NOTE: the term 'cyberbullying' is frequently used in the national media and so has been used in this policy to ensure clarity and understanding. However, many experts now believe the term is unhelpful as it necessarily implies a behaviour somehow distinct from bullying. Research shows that many children who wouldn't be happy to be called a 'bully' don't mind being thought of as a 'cyberbully'.

At Stamford Green we will ensure that the term 'cyberbullying' is used alongside the term 'bullying'. A 'cyberbully' is a bully and that is important to emphasise.

a) 'Cyberbullying' is the use of technology, particularly mobile phones and the internet, being deliberately used to upset someone else.

b) Bullying is not new, but the following features highlight how cyberbullying is different from other forms.

i. 24/7 and the invasion of home/personal space
ii. The audience can be very large and reached rapidly
iii. People who cyberbully often attempt to remain anonymous
iv. Cyberbullying can take place both between peers and across generations

c) This is one of the reasons why it's important we all know how to respond!

i. Agree the rules for using technology
ii. Treat your password like a toothbrush – keep it to yourself
iii. Block the bully – learn how to block or report someone who is behaving badly
iv. Don't retaliate or reply!
v. Always report cyberbullying – save the evidence – learn how to keep records of offending messages, pictures or online conversations
vi. Finally, don't just stand there – if you see cyberbullying going on, support the victim and report the bullying. How would you feel if no one stood up for you?

d) Parents and Carers should:

i. Use the tools on the service and turn on in-built internet safety features.
ii. Contact your child's class teacher if it involves another pupil, so that they can take appropriate action. When the school gets reports of inappropriate behaviour outside of the school, e.g. online abuse, they will log and file reports in the 'Behaviour Incident' File and raise awareness with other parents/carers as appropriate. In extreme and unresolvable incidents the Headteacher may consider contacting the police.

e) Using the Internet safely at home

As a family it is essential to have a common understanding of what is and what isn't appropriate behaviour online. It is also important to recognise the dangers posed by specific apps and websites.

f) Always:

i. Respect others
ii. Is careful about what they say and post online – including images
iii. Understands that anything posted can be made public very quickly and stays online forever. http://www.digizen.org/digicentral/family-agreement.aspx
iv. However, don't deny them the opportunity to learn from and enjoy the range of material and games that are available to them.

g) Simple rules for keeping your child safe

i. Keep your computer secure

- Run a firewall, anti-virus, and content filtering software, and keep them up to date
- Keep computers in a family area – don't' forget the internet can be accessed through a whole range of devices: desktops, laptops, tablets, phones, e-readers and online gaming.
- Children should use a strong password – phrases such as 'dogatehomework' are better than short words such as 'dog'- and share with an adult.

ii. Know what your child is doing in the Internet

- This doesn't necessarily mean needing to accompany them at all times, especially with older children, however:
- Your child should ask permission before using the Internet – this includes any games that have a social networking element.
- They should only use websites, games and search engines that you have chosen together.

- Only chat or email with people that you know – maybe you could set up an address book.
- Have a look round the site or game, so that you can assess it for yourself.

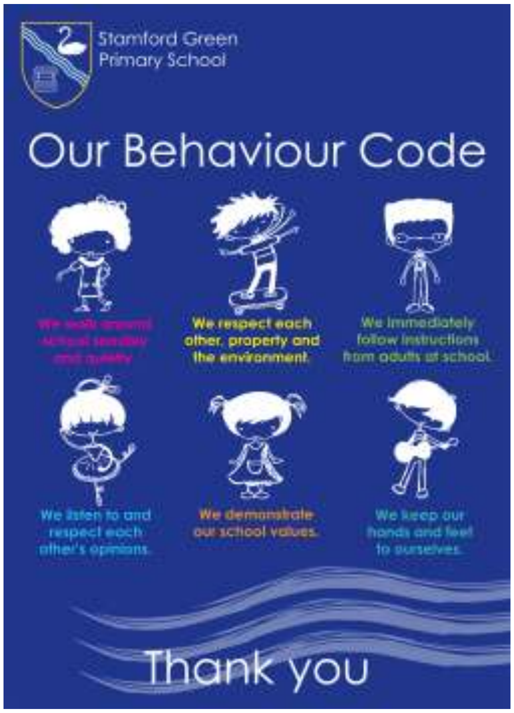
h) Keep personal information private
  - Never use a real name – create a nickname.
  - Never give out personal information such as address, phone number, name of school, pictures in school uniform.
  - Many sites require registration, and most trustworthy sites require adults to register and explicitly allow their child to participate – be wary of the information you share.
  - Ensure children know never to arrange to meet someone they have 'met' on the Internet without talking to an adult first; if they do meet always take an adult and meet in a public place.
  - Ensure children know only to use a webcam with people they know and that webcams should be covered when not in use as they can be taken over by criminals.

i) Ensure they tell you immediately if they see anything they are unhappy with
  - Ensure that you know where to go to get more help. Eg Contacting staff at Stamford Green or using the CEOP button on the school website.

Appendix 1

Stamford Green Behaviour Code:

Our school behaviour code will be used to investigate any incidents that occur.



Stamford Green Primary School

Our Behaviour Code

We walk around school sensibly and quietly.

We respect each other, property and the environment.

We immediately follow instructions from adults at school.

We listen to and respect each other's opinions.

We demonstrate our school values.

We keep our hands and feet to ourselves.

Thank you

Serious incidents could be covered within an instant step 5:

a	If a child receives three step 3s within one week
b	Refusal to follow adult instructions
c	Intentional harmful physical contact with a child or adult
d	Racial, cultural, disability or any discriminatory abuse
e	Inappropriate language or tone at an adult
f	Deliberately intending to endanger another child or adult
g	Deliberately damaging any property
h	Stealing
i	Biting
j	Any other significant breach of the behaviour code may result in an immediate step 5 or 6 at Headteacher's discretion

If you have any questions regarding Online Safety procedures or an incident, please do not hesitate to talk to the Computing Leader.

Appendix 2

Permissions Information

(given to all families when joining Stamford Green Primary School)

Local Visits

During your child's schooling at Stamford Green Primary School there will be opportunities to go out of school, on foot, to visit the local area and enhance learning.

To make the organisation a little less complicated, I would be grateful if you would sign the accompanying overall consent form to cover any local visits for the time that your child attends Stamford Green Primary School.

We will of course inform you when your child is going on a local visit, but with a global consent form there will be no need for you to reply each time. For any visits further afield requiring transport, a letter will be emailed to you with all the details and separate consent will be sought.

Internet Consent

As part of your child's curriculum and the development of computing skills, Stamford Green Primary School provides supervised access to the Internet. We believe that the use of the Internet and email is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the 'Rules for Responsible Internet' and sign the Permission Form so that you child may use the Internet at school.

Although there are concerns about pupils having access to undesirable materials we have taken positive steps to deal with this risk in school. Our school Internet provider operates a highly effective filter system that restricts access to inappropriate materials and cutting-edge keylogging software is used to monitor usage across the network.

Our aim for internet use is to provide stimulating resources and experiences, which enhance learning. During school, teachers will guide pupils towards appropriate materials. Outside school, families have the same responsibility for such guidance as they exercise with other information sources such as television, telephones, films, radio and other potentially inappropriate media.

Responsible Internet Use:

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

- I will ask permission before using the Internet
- I will use only my own network login and password, which is secret
- I will only look at or delete my own work/files
- I understand that I must not use my own software or discs in school without permission
- I will only email people that I know or people that my teacher has approved
- The messages I send will be polite and sensible
- I understand that I must never give my home address or phone number, or arrange to meet someone over the Internet
- I will ask permission before opening an email or an email attachment sent by someone I do not know
- I will not use Internet chat rooms
- If I see anything I am not happy with or I receive messages I do not like, I will tell a teacher immediately
- I understand that the school will monitor my computer files and the Internet sites I visit
- I understand that if I deliberately break these rules, I may be banned from using the Internet and computers

Photography and Videoing At School Events

We live in an age in which digital technology has vastly increased the use, and potential misuse, of photography.

Publicity surrounding concerns about such matters as to whether to allow photography and filming of school events has prompted us to develop a policy about the use of photography and videoing.

Generally, photographs for school and family use and those that appear in the press, are a source of pleasure and pride, which we believe usually enhances self-esteem for children, young people and their families. Therefore as a school we believe this practice should continue, within safe-practice guidelines.

The Governors and I want to maintain trust in the parent-school relationship, and to enable those parents with particular concerns to specify that they withhold their consent for whatever reason. Therefore, for safeguarding purposes and the safety of our children, Stamford Green Primary School does not give permission for any photos/video taken at school events by parents/carers to be uploaded to the internet or used on Facebook or any other social networking sites. Photos and videos must remain for personal use only. (Please note that Whatsapp groups will be considered to be social media and are therefore also covered by this policy).

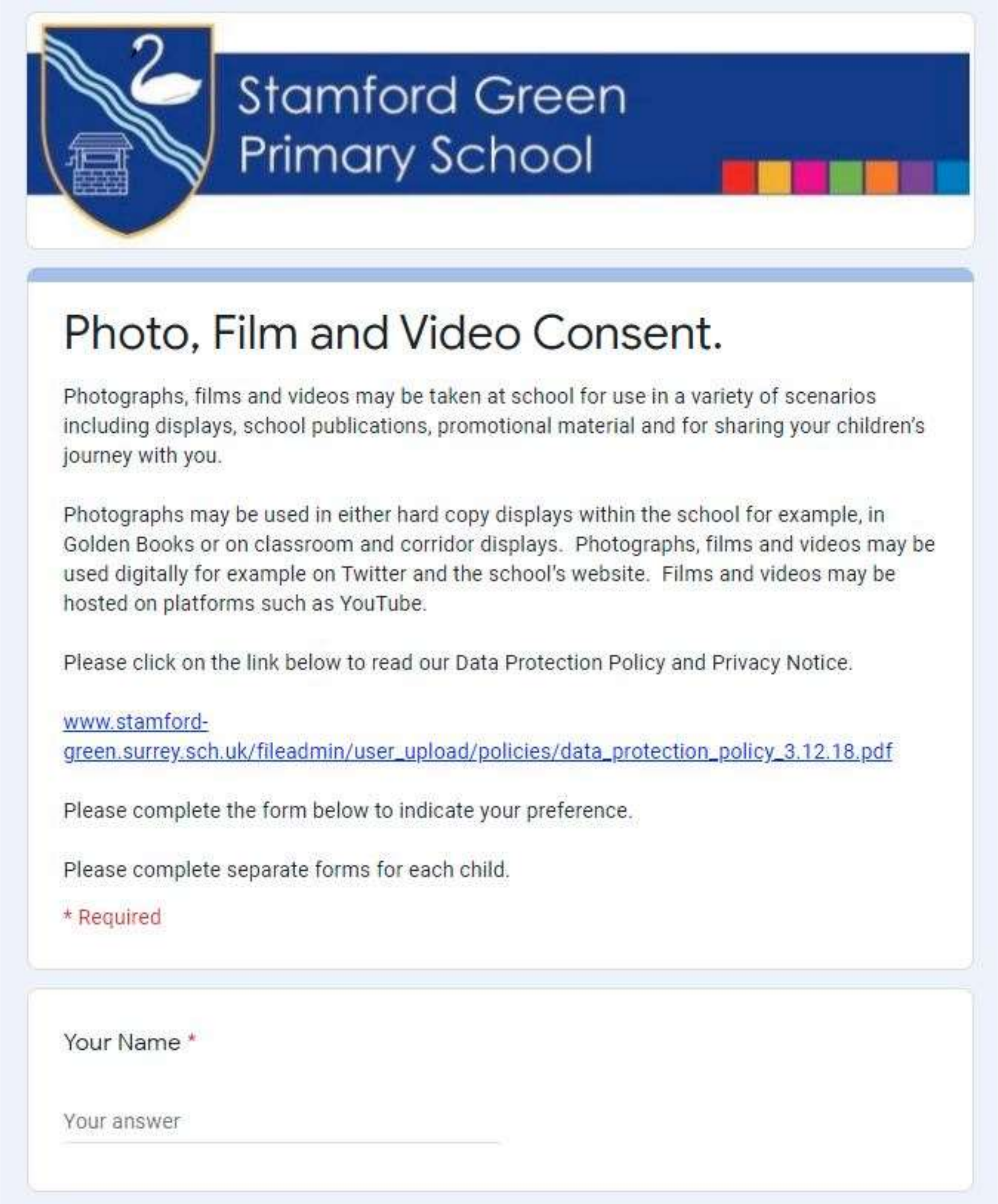
Using photographic/video images of children: Whilst we like to use photographs of children in and around the school and occasionally in the press as a means of promoting our school, we are aware that there is a general concern about the possibility of children being identified by a photograph in the Press or in the filming of a school event. Having taken advice from Surrey Police, Surrey County Council (Local Authority) and other organisations, we believe that such as risk is so small that, provided reasonable steps are in place to limit the publication of their names and addresses, photography of children at school should continue, in line with the policy set out below.

School Policy: Our policy is to broadly follow the Department for Education (DfE) advice “If the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil.” We will not therefore use children’s full names alongside their photograph in the school’s own publications, in video films or on our website. However, pupils’ first names may be used, and their full names may be given in group situations where they cannot be linked to individuals in the photograph.

With regard to the press, the school will allow local newspapers to take photographs of the children when appropriate, provided that parental consent has been given. Newspapers insist that children’s names must be published with their photographs, without this consent they will decline to cover school events. Therefore we normally give children’s full names (but not addresses) to newspapers and we will seek an understanding that a child’s name will not be used if their image is put on the newspaper’s own website.

Although it is fairly rare for television companies to visit the school, your consent for newspaper photographs would also apply to television images. However, children’s names are not normally given on television and we would seek specific permission from you if your child’s name were to be used.

Appendix 3



Stamford Green Primary School

Photo, Film and Video Consent.

Photographs, films and videos may be taken at school for use in a variety of scenarios including displays, school publications, promotional material and for sharing your children's journey with you.

Photographs may be used in either hard copy displays within the school for example, in Golden Books or on classroom and corridor displays. Photographs, films and videos may be used digitally for example on Twitter and the school's website. Films and videos may be hosted on platforms such as YouTube.

Please click on the link below to read our Data Protection Policy and Privacy Notice.

www.stamford-green.surrey.sch.uk/fileadmin/user_upload/policies/data_protection_policy_3.12.18.pdf

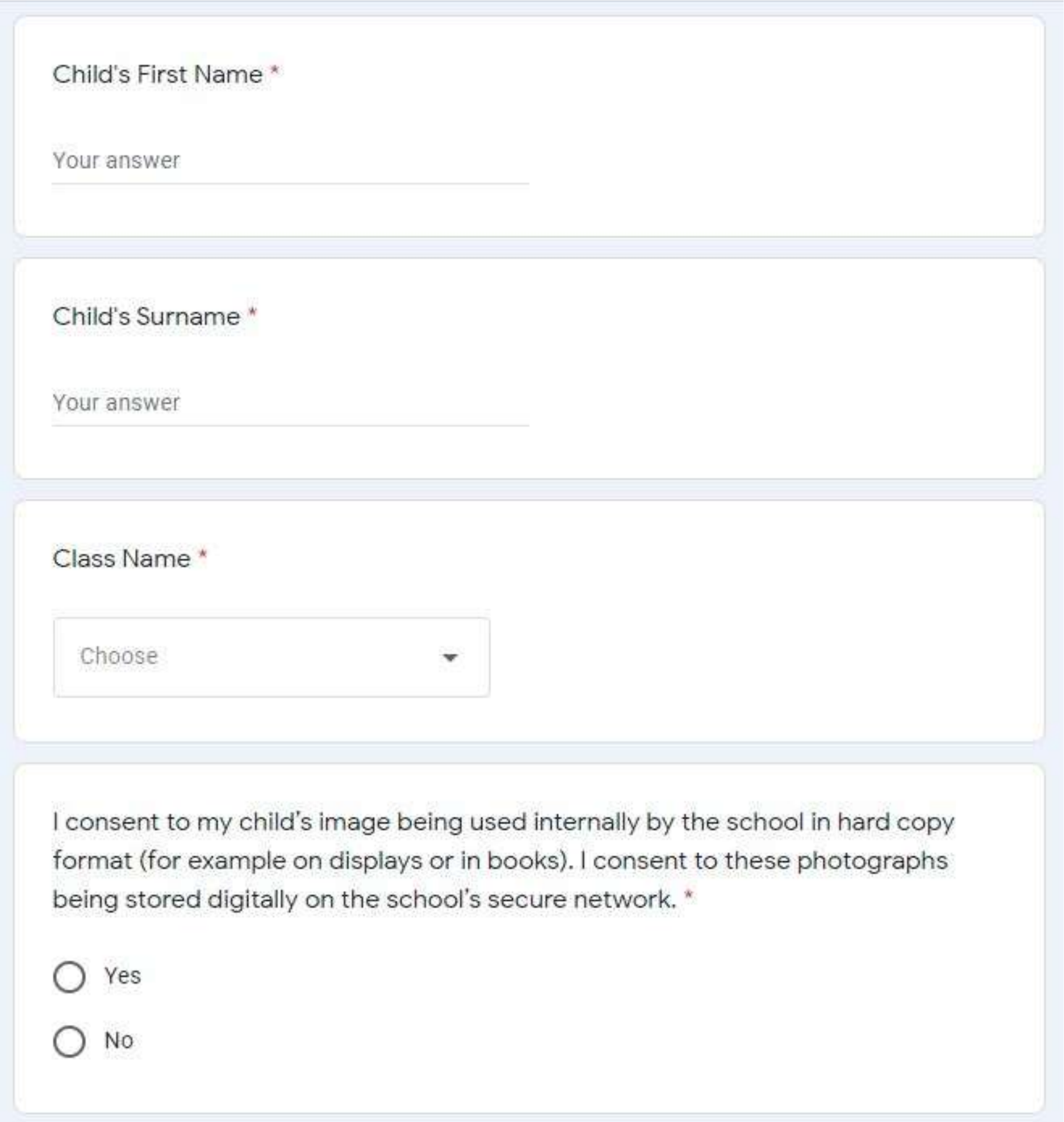
Please complete the form below to indicate your preference.

Please complete separate forms for each child.

* Required

Your Name *

Your answer



Child's First Name *

Your answer

Child's Surname *

Your answer

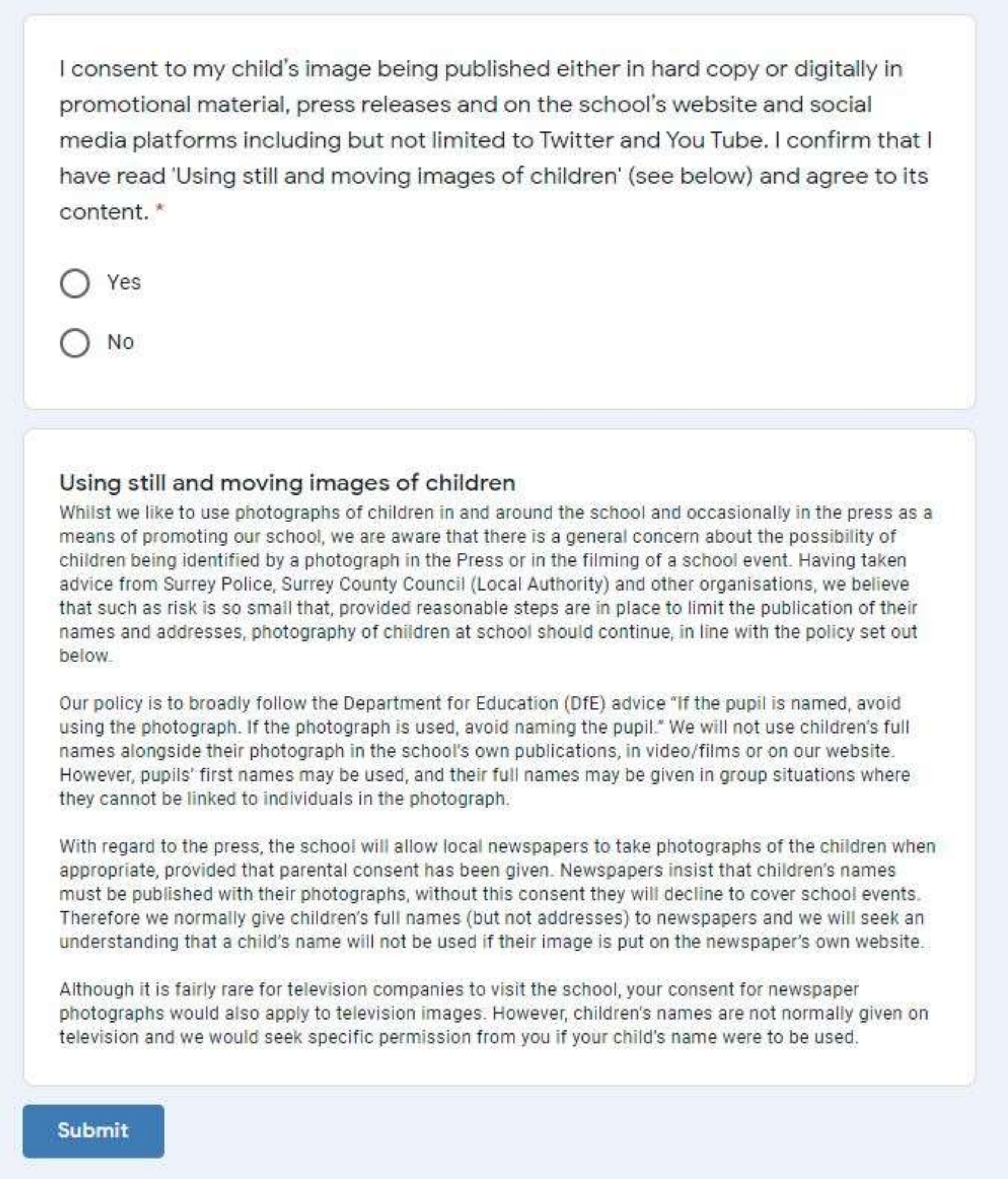
Class Name *

Choose ▾

I consent to my child's image being used internally by the school in hard copy format (for example on displays or in books). I consent to these photographs being stored digitally on the school's secure network. *

○ Yes

○ No



I consent to my child's image being published either in hard copy or digitally in promotional material, press releases and on the school's website and social media platforms including but not limited to Twitter and You Tube. I confirm that I have read 'Using still and moving images of children' (see below) and agree to its content. *

○ Yes

○ No

Using still and moving images of children

Whilst we like to use photographs of children in and around the school and occasionally in the press as a means of promoting our school, we are aware that there is a general concern about the possibility of children being identified by a photograph in the Press or in the filming of a school event. Having taken advice from Surrey Police, Surrey County Council (Local Authority) and other organisations, we believe that such as risk is so small that, provided reasonable steps are in place to limit the publication of their names and addresses, photography of children at school should continue, in line with the policy set out below.

Our policy is to broadly follow the Department for Education (DfE) advice "If the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil." We will not use children's full names alongside their photograph in the school's own publications, in video/films or on our website. However, pupils' first names may be used, and their full names may be given in group situations where they cannot be linked to individuals in the photograph.

With regard to the press, the school will allow local newspapers to take photographs of the children when appropriate, provided that parental consent has been given. Newspapers insist that children's names must be published with their photographs, without this consent they will decline to cover school events. Therefore we normally give children's full names (but not addresses) to newspapers and we will seek an understanding that a child's name will not be used if their image is put on the newspaper's own website.

Although it is fairly rare for television companies to visit the school, your consent for newspaper photographs would also apply to television images. However, children's names are not normally given on television and we would seek specific permission from you if your child's name were to be used.

Appendix 4

Online Safety Incident Report Form

Stamford Green Primary School Online Safety incident report

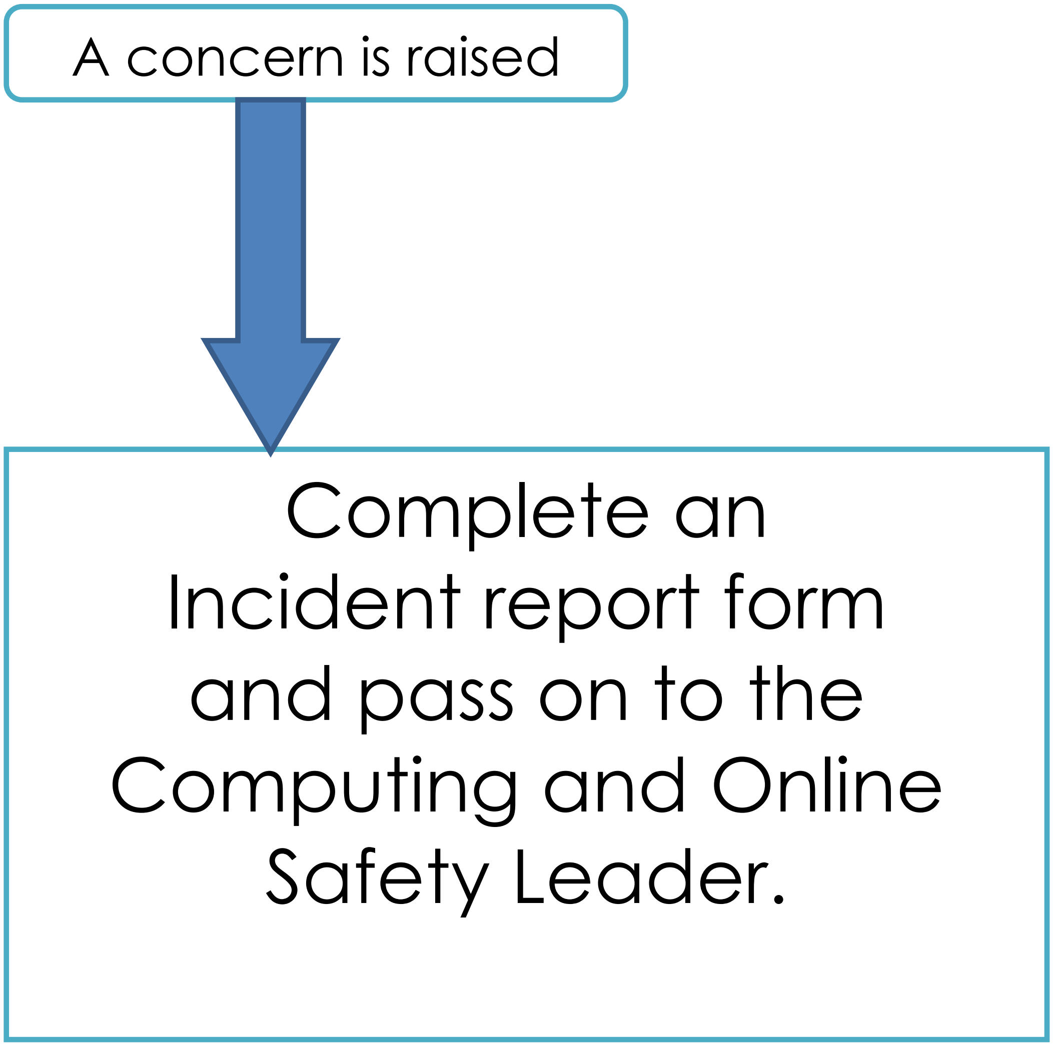
Please complete as soon as possible after the incident has occurred.

Date/time of incident	Date/time this form has been completed
Reported by	Person completing this form (if not the person who reported the incident)
Names of those involved (staff/children)	Names of witnesses (staff/children)
Details of the incident:	
Actions:	
Reported to HT/IL/CPLO/Not applicable (circle) *To be completed by RV	
Signed:	Print Name:

Appendix 5

Staff Action Sheet

What to do if you have an Online Safety concern?



A concern is raised

Complete an Incident report form and pass on to the Computing and Online Safety Leader.

Stamford Green Primary School E-safety incident report

Date/time of incident	Date/time the form has been completed
Reported by:	Person completing the form (if not the person who reported the incident)
Names of those involved (staff/children)	Names of witnesses (staff/children)
Details of the incident	
Actions:	
Reported to HT/DSL (circle)	
Signed:	Print name: