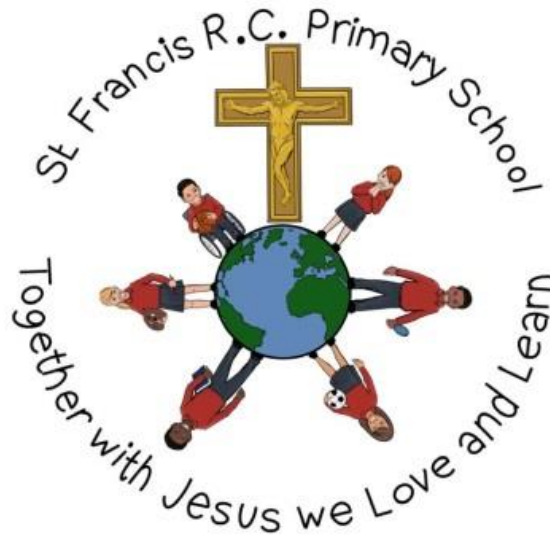


St Francis RC Primary School



E Safety and Acceptable Use Policy 2021 – 2022

Date approved: June 22(by Full Governing Body)

Date of review: June 23

Mission Statement Together with Jesus we love and learn

Vision Statement

At St. Francis Primary School, where together with Jesus we love and learn, we nurture all children and understand that success follows happiness. We provide our children with a curriculum that is inclusive, engaging, promotes Welsh culture, prepares them for the modern world and teaches them that they are to be valued and heard in school, in society and within the world at large. A curriculum that gives, shows and offers a child a vision for their future; a future where there are no barriers to what a child can achieve.

Race Equality Statement

At St Francis RC Primary School, we are committed to race equality, promoting positive approaches to difference and fostering respect for people of all cultural backgrounds. We are opposed to all forms of racial prejudice and discrimination. Language or behaviour that is racist or potentially damaging to any ethnic or racial group will not be tolerated and will be challenged. We recognise that Wales and the rest of the U.K. have diverse societies made of people from many different races, cultural, religious and linguistic backgrounds. It is important that all children are prepared to live in such a diverse society.

Basic Skills and Equal Opportunities

St Francis RC Primary School is committed to valuing all members of the school community. We acknowledge that it is the responsibility of all staff to improve the basic skills of pupils. We are fully aware that different forms of discrimination exist in our society and we believe that we have a crucial role to play combating this. We aim to promote fairness, justice and equality and to this end we endeavour to have high expectations of our pupils, staff and parents. (Our equal opportunities policy is available to read at the school as are all our other policies.)

Introduction

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and students.

In order to keep young people safe it is fundamental that the use of ICT both in and outside of the school community is used correctly in order to protect young people from harm. Therefore this policy applies to the Head Teacher and to all members of staff employed by St Francis RC Primary School. This policy is designed to not only safeguard pupils from harm but also protect staff in terms of both e-safety and their use of ICT both in and outside of the classroom.

Governors The Governing Body is responsible for the approval of the e-safety policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors through regular information about e-safety incidents and monitoring reports. There is a named governor in the role of E-Safety Governor.

The role of the E-Safety Governor will include: -

- Regular meetings with the E-Safety Leader
- Regular monitoring of e-safety incident logs
- Reporting to relevant Governors meetings

Headteacher and Senior Leadership Team

- The Headteacher is responsible for ensuring the safety (including e-safety) of members of the school community, though the day-to-day responsibility for e-safety will be delegated to the E-Safety Leader
- The Headteacher/ SLT are responsible for ensuring that the E-Safety Leader and other relevant staff receive suitable CPD to enable them to carry out their safety roles and to train other colleagues, as relevant
- The Headteacher/ SLT will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles
- The Senior Leadership Team will receive regular monitoring reports from the E-Safety Leader.

E-Safety Leader

- Takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policy.
- Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- Provides training and advice for staff including how to be alert to the potential misuse of digital media and take responsibility for reporting it appropriately
- Liaises with the Local Authority and Third-Party Provider

- Liaises with ICT technical staff (as above)
- Receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments.
- Meets regularly with E-Safety Governor to discuss current issues and review incident logs.
- Attends relevant meeting of Governing Body
- Reports regularly to Senior Leadership Team.

Teaching and Support Staff - Teaching and Support staff are responsible for ensuring that: -

- They have an up-to-date awareness of e-safety matters and of the current school safety policy and practices
- They have read, understood and signed the school staff acceptable use policy
- They report any suspected misuse or problem to the E-Safety Leader/ Headteacher for investigation/ action/ sanction.
- All digital communications with pupils (email/ Virtual Learning Environment (VLE) /voice) should be on a professional level and only carried out using official school systems
- E-safety issues are embedded in all aspects of the curriculum and other school activities
- All staff receive regular training and receive a copy of the e-safety and acceptable use policy.
- Staff are informed that network and Internet traffic can be traced to an individual user.
- Staff will always use a child friendly safe search engine when accessing the web with pupils.
- Pupils understand and follow the school e-safety and acceptable use policy
- Pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- They monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- In lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Designated Senior Person (Child Protection Officer)

The Designated Senior Person should be trained in e-safety issues and be aware of the potential for serious child protection issues to arise from:-

- Sharing of personal data

- Access to illegal / inappropriate materials
- Inappropriate on-line contact with adults / strangers
- Potential or actual incidents of grooming
- Cyber-bullying

Pupils

At St Francis RC Primary School, pupils

- Are informed that network and Internet use is monitored and appropriately followed up. E-safety posters are posted next to all computers so that all users can see them. The children receive e-safety lessons and are constantly reminded of online safety.
- Are responsible for using the school ICT systems in accordance with the pupil acceptable use policy, which they will be expected to sign before being given access to school systems.
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- Beed to understand the importance of safe use of digital media and how to report abuse, misuse or access to inappropriate materials and know how to do so.
- Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand-held devices. They should also know and understand school policies on the taking/ use of images and on cyber-bullying.
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's e-safety policy covers their actions out of school, if related to their membership of the school.

Parents/ Guardians

Parents/Guardians play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Research shows that many parents do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website information and local e-safety literature.

Parents/Guardians will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use of: -

- Digital and video images taken at school events
- Access to parents' sections of the website

- Digital media and how to report abuse, misuse or access to inappropriate materials.

Visitors

Users who access school ICT systems/website/VLE via login as part of the extended school provision will be expected to sign an acceptable user's agreement before being provided with access to school systems.

Curriculum

Where technology is used within the curriculum e-safety should be an automatic focus in all lessons in order to ensure it is used correctly so that both staff and pupils are protected through its use. The e-safety curriculum which St Francis RC Primary School provides is as follows:-

- E-safety is a fundamental aspect of the school's PSHE programme and DCF framework
- Key e-safety messages are reinforced once a term as part of the school's assembly program
- Pupils should be taught in all lessons to be critically aware of any information they may find online
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Pupils should be helped to understand the need for the pupil acceptable use agreement and encouraged to adopt safe and responsible use both within and outside school.
- Staff should act as good role models in their use of digital technologies
- Processes are in place in order to deal with any inappropriate content which pupils may gain access to
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit. (The school uses Cardiff County Council filter system.)

It is accepted that from time-to-time pupils may need to research certain topics for a particular subject that might be blocked for reasons (e.g., drugs, racism.) In such situations staff can request that Cardiff County Council/ Third Party Provider un-blocks a website(s) for a specified period of time. Any requests which staff make should be documented by the Headteacher.

Continuing Professional Development (CPD)

It is fundamental that all staff receive regular and relevant e-safety training so that they are fully protected and understand their responsibilities in regards to e-safety matters. Therefore at St Francis RC Primary School we provide staff with the following CPD for e-safety matters:

- Induction training ensures staff are fully aware of the school's e-safety programme and acceptable ICT use policies
- Regular audits are carried out in order to assess the training needs of staff
- Any amendments to this policy will be presented to staff and discussed further on INSET days if necessary
- The E-Safety Leader will liaise with the Senior Leadership Team to provide guidance, advice and training to individuals are requested (e.g., advice / guidance / training as required)
- Opportunity for the E-Safety Leader to attend external e-safety events
- E-safety will appear in the INSET programme annually

Use of Digital Videos and Images

Digital imaging technology can add real value to both teaching and learning within the school environment. However staff, parents / carers and pupils all need to be aware of the harm these technologies can cause with or without intent to cause harm. Therefore the following policies are in place in order to protect all members of our school community:-

- When using digital cameras, camcorders and iPads staff should make sure pupils are aware of the risks which are connected to their use
- Parents/ guardians are welcome to take photos of their children at school events but should not publish these images on social media sites
- Staff should only take photos and videos of pupil for a specific purpose with the use of school technology. Personal devices should not be used
- Care should be taken when taking photos or making videos that pupils are dressed appropriately and are not participating in activities which can bring the school into disrepute
- Pupils must not take, use, share, publish or distribute images of others without permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images
- Pupils' full names will not be used in association with photographs
- Permission will be obtained from parents/ guardians in order to publish images and videos of pupils (e.g., on the school website.)

Searching of Devices, The Education Act of 2011 increased powers further for Headteachers with regards to the searching for and of electronic devices and the deletion of data. Therefore in the event of an e- safety incident taking place which involves mobile devices the following procedure needs to be followed when searching the devices of pupils: Following an examination of an electronic device, if the E-Safety Leader has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so. In determining a 'good reason' to examine or erase the data or files the E-Safety Leader must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules. If inappropriate material is found on a device, the E-Safety Leader will liaise with the Headteacher who will decide whether they should delete that material or retain the device as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

Staff who are accused of inappropriate use of their own personal device will be given the opportunity to follow this procedure or the matter will be directly referred to the Police.

Cyber Security

At St Francis RC Primary School, we recognise the importance of interacting with others through a variety of media. However, in order to fully protect our pupils and staff we take the following precautions:-

- Security strategies are discussed regularly with Cardiff County Council. The School ICT system security is reviewed regularly. Virus protection is updated regularly through the LA/ Third Party Provider.
- The school works in partnership with the LA, Third Party Provider and Welsh Assembly Government to ensure systems to protect pupils are reviewed and improved.
- Checks are undertaken by the E-Safety Leader to ensure that the filtering methods selected are effective in practice.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to Senior Leadership, Cardiff County Council and the Third-Party Provider via the E-Safety Leader.
- Pupils and parents are informed that Internet use will be supervised and monitored.
- Pupils are required to use e- mail as part of the National Curriculum (Wales) 2008 orders. Therefore, pupils are allowed to use school e-mail accounts for educational purposes only. However, pupils are taught that they must not reveal their personal details, those of others or arrange to meet anyone without specific permission. They are also taught not to open suspicious incoming email or attachments. Pupils must tell a member of staff immediately if they receive offensive email. The forwarding of chain

letters is not permitted.

- Our website celebrates pupils' work, promotes the school and publishes information for parents, guardians and friends of the school. We acknowledge that a Website can be accessed by anyone on the Internet and therefore that the security of staff and pupils must be considered carefully. Therefore, our Website complies with the school's guidelines for publications. (Publication Scheme). Pupils are taught to consider the audience and purpose for the work they publish on the school website and ensure their work is of high quality. All material must be the author's own work or where permission to reproduce has been obtained, it is clearly marked with the copyright owner's name. The contact details on the website are for school administration only.
- Pupils will not be allowed to access public chat rooms without supervision and then only when using CardiffSchools.Net.
- video conferencing will be via the Cardiff County Council's approved programme - Visual Nexus and pupils must follow the school's behaviour and discipline policy.
- Video conferencing is always appropriately supervised and pupils must ask permission before accepting or making any calls.
- All new applications will be thoroughly tested before pupils are given access.
- The school liaises with local organisations to establish a common approach to e-safety. The school invites outside agencies (egg, Community Police Officer) into school to discuss e-safety and Internet access with pupils and staff.

Cyberbullying

Cyber bullying has become an increasing concern for schools, parents and children alike. Cyber bullying has traditionally been defined as harassment and victimisation using interactive technology. It is important that we understand the complex nature of cyber bullying to be able to prevent incidents and respond effectively to incidents when they arise. (For example, one comment made online becomes bullying when it is repeatedly forwarded or commented on by others, which in turn is seen by multiple people over a sustained period of time. It can often be difficult to gain closure when subject to a cyberbullying incident when the comment or photo can resurface at any time.

Cyber bullying differs from traditional forms of bullying and can have a significant detrimental impact upon individuals who are targeted by such behaviour. The 24/7 nature of cyber bullying can make it difficult for a target to escape the attacks directed at them. In some cases an individual may not know they are being bullied if they have not seen the content posted about them, but it is important to understand that the intentions of the perpetrator are still to bully the individual in question by posting humiliating and hurtful content. We promote

the positive use of interactive technology and social media, where pupils are provided with opportunities to discover the benefits social media has to their learning and social development. We understand that it can sometimes be easy to forget that we are talking to real people with real emotions when using social media; as such we encourage and promote responsible use and respectful communications with others online. All incidents of inappropriate use of social media are taken seriously and we encourage all members of the school community to report any incidents of inappropriate use of social media and interactive technology.

Inappropriate use of social media includes, but not restricted to:-

- Harassment and intimidation of others,
- Sending hateful messages,
- Posting inappropriate and unwanted pictures online and;
- Creating content which has the potential to hurt, embarrass and humiliate others.
- Online exploitation including sexual abuse

We respond to inappropriate use and bullying online in accordance with the procedures and guidance outlined in our behaviour and discipline and anti-bullying policies. Support is provided to all parties involved in incidents of bullying online and parents will be notified following a report of bullying online. Where appropriate we will contact external agencies to obtain further advice, information and provide additional support to individuals if necessary. Restorative approaches will be implemented to resolve any issues of inappropriate use of social media. We understand that in some circumstances there will be a requirement to involve the police. We will liaise with our Community Police Officer for advice on the appropriate route and action to take in these circumstances.

Managing Emerging Technologies

At St Francis RC Primary School, we are fully aware of the benefits technology can bring to the school environment. Therefore emerging technologies will be examined by the E-Safety Leader and by relevant staff in order to assess the educational benefits and risks the technology may bring. The E-Safety Leader is responsible for deciding whether the emerging technology is suitable for school use, a risk assessment will be completed as appropriate.

Mobile phones are only allowed in school by a formal request from parents/ guardians. (This is a security measure for pupils who walk to and from school.) All mobile phones are given in at the office at the start of the school day and reclaimed at the end of the day. Any pupils who do not comply with this will not be allowed to bring their mobile phone into school again until the Headteacher has met with the parent/ guardian.

All schools have a duty of care to provide a safe learning environment for pupils and staff.

Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place. The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school:-

- By limiting access to personal information
- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions.
- Risk assessments should also include legal risks.

School staff should ensure that: -

- No reference should be made in social media about pupils, parents/ guardians or school staff.
- They do not engage in online discussion on personal matters relating to members of the school community.
- Personal opinions should not be attributed to the school or local authority.
- Personal social media profiles do not include any school related information, videos or photographs.

If members of staff suspect that misuse might have taken place, but that the misuse is not illegal it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation. In such event the “Guidance for Reviewing Internet Sites for Suspected Harassment and Distress” should be followed.

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour/ disciplinary procedures that follows. (See Data Protection Policy and Publication Scheme.)

Handling E-Safety Complaints

Pupils and parents will be informed of the complaints procedure. Pupils and parents are informed of the consequences for pupil misuse of the Internet. If a complaint is made, prompt action should be taken. The facts of the case will need to be established, for instance whether an issue has arisen through Internet use inside or outside school. Transgressions of the rules could

go from a minor one to something potentially more serious. Therefore, a range of sanctions will be required which are linked to the behaviour and discipline Policy. Complaints of a child protection nature must be dealt with in accordance with the school's child protection policy.

All complaints of internet misuse must be referred to the Headteacher. Any complaint about staff misuse must be referred to the Headteacher (or in the case of the Headteacher to the Chair of Governors.)

Policy Approved: Policy Review Date:

February 2021

Next Review: February 2022

Appendices:-

1. Acceptable E-Safety and Use Policy Agreement (staff)
2. Acceptable use agreement forms (pupils)
3. Acceptable use consent form (parents)
4. Acceptable user's agreement (visitors)
5. Use of Digital / Video Images letters

Staff Acceptable E-Safety and Use Policy Agreement

At St Francis RC Primary School, we strongly believe in the educational value of the use of ICT in the classroom and recognise its potential in supporting teaching and learning. Any inappropriate misuse of ICT both inside and outside of the school community which brings the school reputation into disrepute is strictly prohibited and may result in disciplinary action being taken.

Personal Responsibility

As a representative of St Francis RC Primary School you accept personal responsibility for reporting any misuse of the network to the E- Safety Leader or the Senior Leadership Team. You are also responsible for ensuring any communications which take place between yourself, pupils and parents / carers is of a strictly professional nature. These communications should only take place on official school systems.

Acceptable Use

The use of ICT services in any lesson must be in support of education and research in accordance with the educational objectives set out by St Francis RC Primary School. Where technology is used in a lesson you must fully comply with the school's e-safety and use policy. Staff must not remove pupil, parental or staff data from school premises. Where devices are used (e.g. laptops, memory sticks) they must always be encrypted.

Privilege

The use of ICT is a privilege for pupils and staff and any inappropriate misuse can result in disciplinary action being taken. When technology is used in a lesson you are responsible for ensuring pupils fully understand the consequences of any misuse.

Security

If you identify a security problem with any piece of technology in the school, you must notify the E- Safety Leader at the earliest opportunity.

Electronic Mail

Email facilities are provided by the school through the Microsoft Office. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. You must immediately inform the Headteacher at the earliest opportunity of any form of communication through email which makes you feel uncomfortable, is offensive,

discriminatory, threatening or bullying in nature. You must not respond to any such communications.

Chat Services

Whilst you are on the school site using school technology you are not permitted to use any chat facilities which are available on the Internet.

Internet Search Engines

You are required to use Internet search engines responsibly and appropriately.

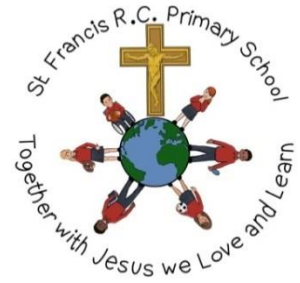
Executable, Music and Video Files

Members of staff are strictly forbidden from introducing executable files (e.g. '.exe, .cmd, .bat, .bin') to the network without the permission of the E- Safety Leader as in some incidents these files can contain harmful viruses.

Social Networking Sites You are not permitted to use social networking sites in school working hours. You are not allowed to represent St Francis RC Primary School on social media sites. Any personal posts through social media sites should not contain any personal opinions or views which could bring St Francis RC Primary School into disrepute. On many of these social media channels it can be tempting to “follow”, “retweet” or “like” a particular post, however great care should be taken when doing this as one of these actions could be seen as an official endorsement which could also bring the school into disrepute.

If parents/ guardians choose to use social media channels to contact staff and require a direct response to a query they should be re-directed to official school channels. Any interactions with parents / carers should be of a strictly professional nature. **Interaction with pupils is strictly prohibited.** Any inappropriate misuse of social media can result in disciplinary action being taken.

St Francis RC Primary School
Wilson Road, Ely, Cardiff, CF5 4JL



Ysgol Gynradd Gatholig Sant Francis
Wilson Road, Trelai, Caerdydd, CF5 4JL

Headteacher: M Langsdale
Deputy Headteacher: D Philp
Tel/ Ffôn: 02920 591666
Email: stfrancisprm@cardiff.gov.uk

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‘Acceptable Use’ Policy for Foundation Phase Children

This is how we stay safe when we use computers:-

- I will ask an adult if I want to use the computer
- I will only use activities that an adult has told or allowed me to use.
- I will take care of the computer and other equipment
- I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
- I will tell an adult if I see something that upsets me on the screen.
- I know that if I break the rules, I might not be allowed to use a computer.

Pupil’s Name:

Class:

Signed: (parent/ guardian)

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Student

I understand that while I am a member of St Francis RC Primary School, I must use technology in a responsible way.

For my own personal safety:-

- I understand that my use of technology will be supervised and monitored.
- I will keep my password safe and will not use anyone else's (even with their permission)
- I will keep my own personal information safe as well as that of others.
- I will tell a trusted adult if anything makes me feel uncomfortable or upset when I see it online.

For the safety of others: -

- I will not interfere with the way that others use their technology.
- I will be polite and responsible when I communicate with others,
- I will not take or share images of anyone without their permission.

For the safety of our school community: -

- I will not try to access anything illegal
- I will not download anything that I do not have the right to use.
- If I bring a mobile phone to school it will be stored in the office for the school day.
- I will not deliberately bypass any systems designed to keep the school safer.

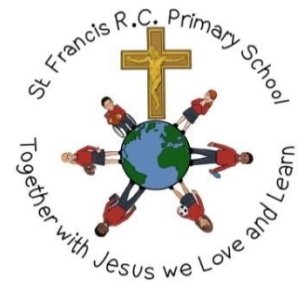
- I will tell a responsible person if I find any damage or faults with technology, however this may have happened.
- I will not attempt to install programmes of any type on the devices belonging to the school, without permission.

I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow these guidelines.

Name:

Signed: Date:

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ICT 'Acceptable Use'

Consent Form for Parents and Carers

A copy of the E-Safety and acceptable usage policy is attached.

Pupil's Name:

Class:

As the parent/ guardian, I give permission for my child to use the school's technology and devices. I know that children in Key Stage 2 sign an acceptable use Agreement every year and receive guidance to help them understand the importance of online safety.

I understand that the school will take reasonable precautions to ensure that my child will be safe when online, however, I understand that this manages risk but cannot eliminate it.

I understand that my child's online activity will be supervised and monitored and that the school will contact me if they have concerns about any possible breaches of the E-Safety and Acceptable Use Policy.

I understand that the school will take appropriate action in the event of any incidents. I will encourage my child to adopt safe use of the internet and digital technologies.

Signed:

Date:

St Francis RC Primary School

Wilson Road, Ely, Cardiff, CF5 4JL

Ysgol Gynradd Gatholig Sant Francis

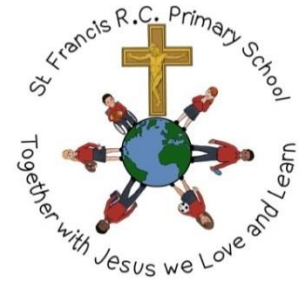
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Use of Digital / Video Images

Dear Parent/ guardian

The use of digital/ video images plays an important part in our activities. Pupils, staff and volunteers may use digital cameras or other devices to record evidence of those activities. These images may then be used in displays and presentations and may also be used to celebrate success on the website and occasionally in the public media.

The school will comply with the Data Protection Act and request parent/ Guardian permission before taking images of their children. We will also ensure that, wherever possible names will not be published alongside images.

It is a great thing to film your child at our events and we know they provide a lot of precious memories. You can support us in keeping our children safe by considering the following:-

- Images and video should be for your own or family's personal use only
- Think about privacy and who has the right to see your images, not only of your own child but of others
- If you do share the images online, then you must make sure they are limited to immediate family only and not public
- If you need help in knowing how to do this then come and have a chat with us

Parents/ guardians are requested to sign the permission form below to allow the school to take and use images of their children.

Thank you for your co-operation in this matter.

Yours sincerely,

M. Langsdale

Headteacher

St Francis RC Primary School

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Pupil's Name:

Class:

PLEASE UNDERLINE BELOW

As the parent/ guardian of the above child, I agree to the school taking and using digital/ video images of my child/ children. (YES / NO)

I understand that the images will only be used to support legitimate activities or in publicity that reasonably celebrates success and promotes the work of the school. (YES NO)

I agree to photos of my child being used on the school website (YES / NO)

I agree that if I take digital or video images at school events which include images of children, other than my own, I will abide by these guidelines in my use of the images. (YES / NO)

Signed:

Date: