



SAINT BEDE'S
CATHOLIC HIGH SCHOOL

Online Safety – Acceptable Usage Policy for Parents and Carers

Digital technologies have become integral to the lives of children and young people, both in and outside school. The technologies we use provide powerful tools that open up new opportunities for everyone. They can stimulate discussion and creativity as well as raising awareness of context to promote effective learning. At Saint Bede's, we believe that our young people should have an entitlement to safe internet access at all times. As parents we would ask you to support our aim by showing your support in this important aspect of the school's work. Please can you read the information in the four sections below and then give your agreement by completing the attached digital form.

Online Safety - Acceptable Usage Policy for Pupils

We ask all pupils to read and sign the 'Acceptable Usage Policy for Pupils' to show them how they can stay safe online and understand the rules around the digital systems we use in school. A copy of the policy is attached. It is intended to ensure that:

- young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will try to ensure that pupils have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Parents are requested to sign the corresponding section on the digital form provided:

I have read and understood the information provided in the 'Online Safety - Acceptable Usage Policy for Parents and Carers' and agree to support my child in following the guidelines set out in the 'Online Safety - Acceptable Usage Policy for Pupils'.

Use of Digital Images and Videos

The use of digital images and videos plays an important part in learning activities. Pupils and members of staff may use digital devices to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in newsletters, on the school website and social media accounts, and occasionally in the public media.

We recognise that increased use of technology and opportunities for online publishing mean that there is greater potential for accidental or deliberate misuse. We endeavour to minimise risks by putting safeguards in place that will protect your child's interests, and enable us to comply with the General Data Protection Regulation 2018 (GDPR). Where an image is publicly shared by any means, only your child's first name will be used. The school will never include the full name of the pupil alongside an image.

We appreciate that some families may have additional concerns and anxieties regarding protection of a child's identity and therefore request that you inform us, in writing, of any special

circumstances either now or at any time in the future that may affect your position regarding consent. If you have any queries regarding this, please contact the school.

To comply with Data Protection Act, the school must request parents and carers give their consent before we can take an image of their child.

Parents are requested to sign the corresponding section on the digital form provided:

I have read and understood the information provided in the 'Online Safety - Acceptable Usage Policy for Parents and Carers' and consent to my child's image being taken and used in the ways described.

Parents and Carers taking images at school events for their own personal use

In accordance with guidance from the Information Commissioner's Office (ICO), parents and carers are welcome to take videos and digital images of their children at school events for their own personal use. To respect everyone's privacy and in some cases safeguard their privacy for the child's and the parent's protection, these images should not be shared, published or made publicly available on social networking sites, nor should parents or carers comment on any activities involving other pupils in the digital and/or video images.

Parents are requested to sign the corresponding section on the digital form provided:

I have read and understood the information provided in the 'Online Safety - Acceptable Usage Policy for Parents and Carers' and agree not to share, publish or comment on the images and videos of other pupils and their parents taken at school events.

Use of Cloud Systems

Schools using cloud systems and collecting personal data to share with a third party to enable those systems to operate, are now required to inform parents of this. Along with most schools, Saint Bede's uses several cloud systems for pupils and staff, the main ones being Office 365, Firefly, Class Charts and ParentPay. Retention details for any data we collect can be found in the Privacy Notice on the school website. If you would like a full list of the cloud services used at Saint Bede's, please contact the school.

Using cloud services enables your child to collaboratively create, edit and share files and websites for school related projects, complete and upload their homework, and communicate via email with other pupils and members of staff. The school believes that use of these tools significantly adds to your child's educational experience. These services are entirely online and available 24/7 from any internet connected computer.

Parents are requested to sign the corresponding section on the digital form provided:

I have read and understood the information provided in the 'Online Safety - Acceptable Usage Policy for Parents and Carers' and consent to the data collected being shared to allow my child to access the cloud systems used by the school.

Parent or Carer Signature

If you would prefer to sign a paper copy of this document, you can do so below and return it to school for the attention of Ms L Dickinson.

Full name of pupil	
Form	
Full name of parent or carer	
Signature of parent or carer	
Date	

