Wellington Primary School

- Parent/Carer Acceptable Use Agreement
- Pupil (EYFS/KS1 or KS2) Acceptable Use Agreement
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 Pupil / Parent and Carers / Staff Privacy Notice
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 Request for agreement to use digital photographs, videos and pupil work
- Staff, governors, volunteers and visitors Acceptable Use Agreement

Dear Parent/Carer,

I would be grateful if you would

- read the enclosed information and return the following:

To be returned to school:

- Acceptable Use Agreement (Parent/Carer)
- Acceptable Use Agreement (Pupil)
- Agreements and Permission form

Yours sincerely

Mr Sidebottom

Deputy Head Teacher and Online Safety Lead

PARENT/CARER ACCEPTABLE USE AGREEMENT

Introduction

Digital technologies have become integral to the lives of children and young people, both within and outside schools. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion and encourage creativity; promoting effective learning. Pupils should have an entitlement to safe access to these digital technologies.

This Acceptable Use Agreement is intended to ensure:

- that pupils will have access to devices and online content, be responsible users and stay safe while using digital technologies.
- that pupils understand good online behaviours that they can use in school, but also outside school.
- that young people will be responsible users and stay safe while using the internet and other communication technologies.
- that parents/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.
- that school devices and networks are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school tries to ensure that pupils have access to digital technologies to enhance their learning. In return, the school expects pupils to agree to be responsible users.

Google Classroom Cloud Hosted Service

The school uses Google Classroom which is a cloud-based learning management system, for pupils and staff. Google Apps for Education are available to all pupils as part of the school's online presence in Google Classroom e.g. Docs, Slides, Sheets, Gmail, Calendar, etc.

Using Google Classroom will enable your child to collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils and members of staff. These services are entirely online and available 24/7 from any internet-connected computer. The school believes that use of the tools significantly adds to your child's educational experience.

Permission

Parents/carers are requested to sign the pupil Acceptable Use Agreement to ensure that they are aware of the school expectations of the young people in their care and to show their support of the school in this important aspect of the school's work.

As the parent/carer of the named pupil, I give permission for my son/daughter to have access to digital technologies at school, as well as Google Classroom, which is a cloud-based learning management system. I know that my son/daughter has signed an Acceptable Use Agreement and that they receive regular online safety education to help them understand the importance of safe use of technology and the Internet, both in and out of school. I understand that the school will take every reasonable precaution, including using monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies. I understand that my son's/daughter's activity will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

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 online safety.

Name:	Signature:
Date:	

To return to school

Acceptable Use Agreement
for Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1) pupils and parents/carers

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND ACCESSING THE INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

How we stay safe when we use computers / tablets

S	SPEAK to someone, if you need help.
A	ASK an adult, before going online.
F	FRIENDS are real people we know.
E	ENJOY, play, have fun and stay safe

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if: I select a website by mistake; I receive messages from people I don't know; I find anything that may upset or harm me or my friends; I need help with something
- Use school computers for appropriate work only
- Be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):	**Date:**

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND ACCESSING THE INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS	
Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and will make sure my child understands these.	
Signed (parent/carer (on behalf of pupil)):	**Date:**

To return to school

Acceptable Use Agreement
for Key Stage 2 (KS2) pupils and parents/carers

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND ACCESSING THE INTERNET:

AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

How we stay safe when we use computers / tablets

S	SPEAK to someone, if you need help.
A	ASK an adult, before going online.
F	FRIENDS are real people we know.
E	ENJOY, play, have fun and stay safe.

I will read and follow the rules in the acceptable use agreement policy.

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for appropriate purposes only.
- Only use them when a teacher is present, or with a teacher's permission, handling all devices carefully.
- Keep my usernames and passwords safe and not share these with others.
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer.
- Tell a teacher (or sensible adult) immediately if I find any material that might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it.
- Be aware of "stranger danger" when online.

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity.
- Use any inappropriate language when communicating online.
- Create, link to or post any material that is offensive, obscene or otherwise inappropriate.
- Log in to the school's network using someone else's details.
- Alter any settings on any devices or try to install any software or programmes.
- Copy anyone else's work or files without their permission.

If I am in Y5/Y6 and have permission to walk to and from school on my own, I may bring a personal mobile phone into school:

- I will turn it off when I get to the school gate and will not turn it on again until I go through the school gate to leave school.
- I will not use it during lessons, clubs or other activities organized by the school, without a teacher's permission.
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):	**Date:**

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND ACCESSING THE INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS	
Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.	
Signed (parent/carer):	**Date:**

To return to school

PUPIL PRIVACY NOTICE (UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018)

Introduction

Everybody has a right to have their data (personal information) kept confidential, this includes the pupils who attend Wellington Primary School and their families. The school is committed to protecting the privacy of pupils and families. These rights are also part of the law, UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

Why we keep data

The school uses data for the following main reasons:

- to record who is on the school roll (our admissions list)
- to help keep children safe and healthy
- to record school attendance
- to assess how well pupils are attaining and to predict how they might attain in the future so that we can support them to fulfil their potential
- to make sure that we give equal treatment to all children
- to arrange activities beyond the school day (e.g. after school clubs)
- in publicity that reasonably celebrates success and promotes the work of the school

The school receives this data, works with it, stores it and shares it with others on the legal basis of 'public task' (tasks that the school has to carry out). The school will ask parents/carers for their agreement to use other data, such as photographs, videos and learner work.

Keeping your information private

The school will make every effort to keep your data private.

We work hard to:

- prevent any data being lost or stolen
- prevent data being altered inappropriately
- prevent data being deleted inappropriately
- prevent data being seen by people who have no right to see it.

Pupil data

The sort of data that is personal and which should be kept private includes:

- your full name and address and your family details
- anything to do with your health and welfare
- anything to do with your religion (if you follow a religion) and your ethnicity
- how you are getting on in school

The school expects every learner to play their part in protecting other people's personal data which is why we ask all children to sign an Acceptable Use Agreement. You have the *right* to have your data kept confidential and you have a *duty* to maintain other people's confidentiality.

The school Business Manager (Data Protection Lead) looks after pupil information. We have appointed a Data Protection Officer from a company called Impero Solutions Ltd, who advises the school.

The Governing Body also look after pupil information.

PARENTS AND CARERS PRIVACY NOTICE (UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018)

Introduction

Everybody has a right to have their data (personal information) kept confidential, this includes parents and carers whose children attend Wellington Primary School. The school is committed to protecting the privacy of pupils and families. These rights are also part of the law, UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

Why we keep data

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- to record who is on the school roll (our admissions list)
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- to record school attendance
- to assess how well pupils are attaining and to predict how they might attain in the future so that we can support them to fulfil their potential
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Parents and Carers data

The sort of data that is personal and which should be kept private includes:

- your full name and address and your family details
- details of your family circumstances
- details of any safeguarding information including court orders or professional involvement

The school expects every parent and carer to play their part in protecting other people's personal data which is why we ask parents and carers to sign an Acceptable Use Agreement. You have the *right* to have your data kept confidential and you have a *duty* to maintain other people's confidentiality.

The school Business Manager (Data Protection Lead) looks after pupil information. We have appointed a Data Protection Officer from a company called Impero Solutions Ltd, who advises the school.

The Governing Body also look after parent and carer information.

STAFF PRIVACY NOTICE (UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018)

Introduction

Everybody has a right to have their data (personal information) kept confidential, this includes staff at Wellington Primary School. The school is committed to protecting the privacy of pupils and families. These rights are also part of the law, UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

Why we keep data

The school uses data for the following main reasons:

- enable you to be paid
- check your entitlement to work in the UK
- facilitate safer recruitment
- support the work of the School Teachers' Review Body
- manage sickness absence.

The school receives this data, works with it, stores it and shares it with others on the legal basis of 'public task' (tasks that the school has to carry out). The school will ask parents/carers for their agreement to use other data, such as photographs, videos and learner work.

Keeping your information private

The school will make every effort to keep your data private.

We work hard to:

- prevent any data being lost or stolen
- prevent data being altered inappropriately
- prevent data being deleted inappropriately
- prevent data being seen by people who have no right to see it.

Staff data

The sort of data that is personal and which should be kept private includes:

- your full name and address and your family details
- next of kin and emergency contact numbers
- salary, annual leave, pension and benefits information

The school expects every staff member to play their part in protecting other people's personal data which is why we ask staff to sign an Acceptable Use Agreement. You have the *right* to have your data kept confidential and you have a *duty* to maintain other people's confidentiality.

The school Business Manager (Data Protection Lead) looks after pupil information. We have appointed a Data Protection Officer from a company called Impero Solutions Ltd, who advises the school.

The Governing Body also look after staff information.

REQUEST FOR AGREEMENT TO USE PHOTOGRAPHS, VIDEOS AND PUPIL WORK
(UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018)

Photographs, videos and pupil work
To comply with UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 we are writing to families about the use of pupil photographs, videos and pupil work.

The school wishes to use photographs, videos and pupil work for the reasons listed below, but we need your consent (agreement) for this.

Your consent will last as long as your child is a pupil at this school, or until you inform us that you want to change your consent.

We will write to you before your child leaves the school if we wish to continue to use any of your child's photographs, videos or pupil work, after your child leaves the school.

Individual and class photograph opportunity
The school provides an opportunity to buy individual photographs taken by an external professional photographer, during the school year. Parents/carers have the option to opt their children out of this opportunity, if they wish to.

Parent/Carer photographs and videos at school events
In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take photographs / videos of their children, for their own personal use, at school events (as such use is not covered by the Data Protection Act).

To respect everyone's privacy and in some cases protection, these images may not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in their digital photos / videos.

UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
As the agreements and permissions form includes personal data we need to inform parents/carers that:

This (printed) form

- may be accessed by office staff and senior leaders
- will be filed in a locked cupboard in the school office
- will be stored while your child is a pupil at school and for one year thereafter
- will be destroyed by our Confidential Waste Disposal Service.

As the school is collecting personal data and sharing this with Google Classroom which is a third party, we need to inform parents/carers that:

- each pupil's name, class and work created on the system will be shared with/available to the service provider
- your child, our school technician, school staff and senior leaders will have access to the data
- the data will be stored for the duration that your child is a pupil at school and for one year thereafter, as evidence of work completed
- after which the data will be deleted by our technical support provider

- Parents and carers may exercise their data protection rights in accordance with UK GDPR. Requests will be considered in line with legal obligations and school retention requirements.

Wellington Primary School

AGREEMENTS AND PERMISSIONS FORM

UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018

As the parent/carer of _____

I consent to the school using my child's photographs, videos and work, in school. *To support learning activities and to celebrate achievements in school.*	Yes or No
I consent to the school using my child's photographs, videos and work beyond the school and online. *In newsletters, on the school website, on social media and in the press; in publicity that reasonably celebrates success and promotes the work of the school.*	Yes or No
I agree that if I take digital photos or videos at school events, which include images of children other than my own, I will abide by the school guidelines in my use of these images.	Yes

I consent to my child having an individual photo taken by an external professional photographer, which I may buy.	Yes or No
I consent to my child being included in a class photo taken by an external professional photographer, which class parents / carers may buy.	Yes or No

Pupil to complete and sign	**Parent/carer to complete and sign**
I have read and I understand the pupil Acceptable Use Agreement for my age group. I agree to follow our 'stay safe' computer rules. I agree to follow these guidelines when: • I use the school systems and devices (both in and out of school). • I am out of school and involved in any online behaviour that might affect the school or other members of the school.	I have read and I understand: • The Parent/Carer Acceptable Use Agreement • The pupil Acceptable Use Agreement for my child's age group • UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 Pupil Privacy Notice • UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 request for agreement to use digital photographs, videos and work I agree to follow the guidelines and expectations set out by school. I give the permissions I have indicated above.
Name (EYFS / KS1 on behalf of pupil): **Class:**	**Name:** **Class:**
Signature:	**Signature:**
Date:	**Date:**

To return to school

Acceptable Use Agreement
for staff, governors, volunteers and visitors

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND ACCESSING THE INTERNET:

AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

Name of staff member/governor/volunteer/visitor:

Please read the school's Online Safety Policy:

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to, material of a violent, criminal or pornographic nature (or create, share, link to or send such material). I will also not undertake activities that are not illegal but are classed as unacceptable in school policies, including but not limited to, gambling, promotion of any kind of discrimination, infringing copyright, unfair usage.
- Use them in any way that could harm the school's reputation.
- Access social networking sites or chat rooms.
- Use any improper language when communicating online, including in emails or other messaging services.
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network which could bypass the filtering or other safeguards employed by the school.
- Share my password with others or log in to the school's network using someone else's details.
- Take photographs/videos of pupils without checking with teachers first; and publish photographs/videos in line with the school's policy, (do not use personal equipment to take photographs/videos).
- Share confidential information about the school, its pupils or staff, or other members of the community.
- Access, modify or share data I'm not authorised to access, modify or share.
- Promote private businesses, unless that business is directly related to the school.

- I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.
- I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.
- I will not open any hyperlinks in emails or any attachments to emails if the source is not known and trusted, or if I have any concerns about the validity of an email (due to the risk of the attachment containing viruses or other harmful programmes).
    - I understand that I may bring mobile phones to school (not other personal devices e.g. tablets). In areas where pupils are present (including during break times, off site and residential visits) I shall keep my mobile phone out of sight and set to "silent" and not use it for any purpose, including telling the time. The school acknowledges that there may be exceptional circumstances when a staff member may need to be contactable during the school day e.g. when a close family member is ill; at such times the user should keep their mobile phone out of sight but set to "ring" and they should step out of class into an area where pupils are not present, to take any emergency calls. The school also recognizes that mobile devices may be used for multi-factor authentication when logging into Outlook and CPOMS.
- I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with the school's Online Safety Policy and the school's data protection regulations.
- I will let the Designated Safeguarding Lead (DSL) (Deputy Designated Safeguarding Lead in their absence) and Online Safety Lead know if a pupil informs me they have found any material that might upset, distress or harm them or others, and will also do so if I encounter any such material.
- I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND ACCESSING THE INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS	
Signed (staff member/governor/volunteer/visitor):	**Date:**

To return to school