

Norlington School

ICT Acceptable Use Policy – Student Agreement

ICT Acceptable Use Policy – Parental Agreement

Use of digital recording – images, photography, video and audio





NORLINGTON SCHOOL FOR BOYS

A SPECIALIST MATHEMATICS AND COMPUTING SCHOOL



Norlington Road
Leyton
London
E10 6JZ

Tel: 020 8539 3055
Fax: 020 8988 9661
Email: norlington@norlington.net
Web: www.norlington.net

Norlington ICT Acceptable Use Policy – Student Agreement

I understand that using the computer network is a privilege and that when using the school computers I will:

- **Always** behave in a sensible, mature way, respecting others at all times
- **Only** log on using my own username and keep my password secret
- **Report** any suspected breach of network security whether by myself or others to a member of staff
- **Refrain from** accessing any newsgroups, links, web pages or other areas of cyberspace that would be considered offensive because of pornographic, racist, violent, illegal or illicit content.
- **Take responsibility** for monitoring and appropriately rejecting any such newsgroups, links, web pages or other areas of cyberspace accessed by me
- **Only** use the school computer network for school-related work
- **Never** seek to harass or abuse fellow students or members of staff through the use of obscene or offensive language or images, either on the school network itself or via external social networking sites such as facebook or twitter, and will report any cases of such usage against me
- **Not** allow copyrighted material to enter the school e.g. MP3 files, YouTube videos
- **Not** to download software, games, or other media without copyright permission,
- **Never** reveal personal information including names, addresses, telephone numbers and photographs of others or myself.
- **Never** subscribe to auto-mailing systems
- **Only** use the school address where I have permission and will never give other details about the school, including telephone numbers
- **Not** interfere with or damage the school computers or peripherals, the school systems or network in any way
- **Report** any accidental damage immediately to a member of staff
- **Report** any misuse of the Internet or email to a member of staff
- **Not** use any systems outside of the school in a way which could cause offence to either staff or other pupils at the school
- **Not** try to add members of staff as "friends" on social networking sites
- **Report** any instances of others breaching any of the points above

I understand that my school account is not, and cannot be, regarded as private and will be subject to random monitoring. I understand that if I am found not to be complying with this policy I will be denied access to the computer network for a time to be determined by the school, I also understand that I may face further disciplinary action depending on the nature of the offence.

Student Signature: _____

Parent Signature: _____

Date: _____





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Person with parental responsibility name:

Pupil name(s):

As the parent or legal guardian of the above pupil(s), I grant permission for my son to have access to use the Internet, Synetrix e-mail and other ICT facilities at school.

I know that my son has signed an e-safety agreement form and that they have a copy of the 'rules for responsible ICT use' (these rules are also in the school diary).

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access e-mail, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit, and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Person with parental responsibility signature: _____

Date: ___/___/___

Use of digital recording, images, sound, photography and video:

I also agree to the school using photographs of my child or including them in video/audio material, as described in the document 'Use of digital images – photography, video and audio'. I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

Person with parental responsibility signature: _____





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Use of digital recording – images, photography, video and audio

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video or audio work to an external audience, we take care to ensure that pupils aren't referred to by name on the video or podcast, and that pupils' full names aren't given in credits at the end of the piece.

Only images of pupils in suitable dress are used.

Staff are not allowed to record pupils on their personal equipment without specific permission from the school.

Examples of how digital recording may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity; e.g. photographing children at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing the children to see their work and make improvements.
- Your child's image for presentation purposes around the school; e.g. in school wall displays and PowerPoint® presentations to capture images around the school or in the local area as part of a project or lesson.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, your child's could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Further information for parents on e-Safety can be found at:

<http://www.internetmatters.org>