St. Mary's Primary School & Nursery Unit

E-Safety Policy
September 2018

Signature of Chairperson _____

Signature of Principal _____

Date _____

St. Mary's P.S.

E-Safety Policy

This policy is based on and complies with DENI Circular 2016/26 on Effective Educational Uses of Mobile Digital Devices and Circular 2016/27 on Online Safety.

Mission Statement

"St Mary's Primary School will be a welcoming, child centred school and a community of good practice, where all feel valued and inspired. Our excellent staff will collaborate to meet the aspirations of our pupils through high quality learning and teaching. We will work in partnership with our parents, parish and community to meet the needs of our children in this rapidly changing global society. Our Catholic ethos, pastoral care and family atmosphere will permeate every aspect of school life to ensure the well-being and safety of every child. We will endeavour to support each child to reach their full potential"

Together We Achieve

Introduction

In St. Mary's Primary School and Nursery, we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. Article 17 of the UNICEF Charter of Rights states that:

"Every child has the right to reliable information from the media. This should be information children can understand. Governments must help protect children from materials that could harm them."

Our school provides pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

The above circular 2016/26 states that:

"Digital and online resources, appropriately planned, accessed and used effectively, may considerably enhance the learners' development and application of the skills of managing information, being creative, thinking & problem solving, decision-making, working with others and self-management as well as those of communicating, calculating, modelling and coding, in any area of the curriculum, at any stage of learning."

This document sets out the policy and practices for the safe, healthy, acceptable and effective use of the Internet in St. Mary's Primary School and Nursery. This E-safety policy also outlines policy in relation to use of mobile phones and use of digital/photographic images of children.

St. Mary's P.S.

These policies are available to parents and any parent wishing a copy should contact the School Principal or visit the school website at www.school-sites.stmaryspsstrabane

The policy and its implementation will be reviewed biannually.

C2k

Classroom 2000 (C2k) is the project responsible for the provision of an Information and Communications Technology (ICT) managed service to all schools in Northern Ireland. It provides a safety service which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse.

Some of these safety services include:

- o Providing all users with a unique user name and password
- o Tracking and recording all online activity using the unique user names and passwords
- o Scanning all C2k email and attachments for inappropriate content and viruses Filters access to web sites
- o Providing appropriate curriculum software.

Article 13 of the UNICEF Charter of Rights states that:

"Every child must be free to say what they think and to seek and receive all kinds of information as long as it is within the law."

Should the school decide to access online services through service providers other than C2k then we will ensure that effective firewalls, filtering and software monitoring mechanisms are in place.

Code of Safe Practice

When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. The Code of Safe Practice for St. Mary's Primary School and Nursery makes explicit to all users (staff and pupils) what is safe and acceptable and what is not.

The scope of the Code covers fixed and mobile Internet; school PCs, laptops, iPads and digital video equipment. It should also be noted that the use of devices owned personally by staff and pupils but brought onto school premises (such as mobile phones, camera phones, PDAs) is subject to the same requirements as technology provided by the school.

The ICT Co-ordinators and the SMT will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

St. Mary's P.S.

⚜ **Code of Safe Practice for pupils (Appendix 1)**

Pupil access to the Internet is through a filtered service provided by C2K, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. If parents wish for their child to refrain from using the internet, they must let the class teacher know in writing at the beginning of the school year.

In addition to the filtered service, the following key measures have been adopted by St. Mary's Primary School and Nursery to ensure our pupils do not access any inappropriate material:

- o The school's Code of Practice for Use of the Internet and other digital technologies is made explicit to all pupils and is displayed prominently;
- o Our Code of Practice is reviewed each school year;
- o Pupils using the Internet will normally be working in highly-visible areas of the school;
- o All online activity is for appropriate educational purposes and is supervised, where possible;
- o Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group;
- o Pupils in Key Stage 2 are educated in the safe and effective use of the Internet, through a number of selected websites.
- o Securus Education has been installed, ensuring that our software system is being used safely **(Appendix 2)**

It should be accepted, however, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances.

The use of mobile phones by pupils is not permitted on the school premises during school hours.

⚜ **Sanctions**

Incidents of technology misuse which arise will be dealt with in accordance with the school's Discipline Policy. Minor incidents will be dealt with by the ICT Co-ordinator and the Principal and may result in a temporary or permanent ban on Internet use.
Incidents involving child protection issues will be dealt with in accordance with school's child protection procedures.

⚜ **Code of Practice for Staff (Appendix 3)**

The following Code of Safe Practice has been agreed with staff:

- ° Pupils accessing the Internet should be supervised by an adult at all times.
- ° All pupils are aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils.

- ° Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal/ICT Co-ordinator.
- ° I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Principal or Board of Governors.
- ° I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- ° I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- ° I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- ° I will only use the approved, C2k, secure e-mail system for any school business.
- ° I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Principal or Board of Governors. Personal or sensitive data taken off site must be encrypted.
- ° I will not install any hardware of software without permission of co-ordinator/ Principal.
- ° I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- ° Images of pupils and/ or staff will only be taken, stored and used for professional purposes in-line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Principal.
- ° I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Principal.
- ° I will respect copyright and intellectual property rights.
- ° I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

Internet Safety Awareness

In St. Mary's Primary School and Nursery, we believe that, alongside having a written safety policy and code of practice, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. This education is as important for staff and parents as it is for pupils.

Internet Safety Awareness for pupils
Rules for the Acceptable Use of the Internet are discussed with all pupils and are prominently displayed in classrooms/ computer suites.
In addition, Key Stage 2 pupils are made aware of and discuss Internet Safety through structured lessons.

St. Mary's P.S.

> **Internet Safety Awareness for staff**
> The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety. All staff are in turn made aware of relevant changes, and training provided when necessary.

> **Internet Safety Awareness for parents**
> The E-Safety Policy and Code of Safe Practice for pupils is available online for parents to access. In addition to this, internet safety leaflets for parents and carers will be sent home in the Spring term to coincide with Safe Internet Day.

Community Use of School ICT Resources

When the school's ICT facilities are used as a community resource users are issued with separate usernames and passwords by C2K. They must also agree to the school's Acceptable Use of the Internet policy before participating and only access pre-selected and appropriate websites under the guidance of a tutor.

Health and Safety

St. Mary's Primary School and Nursery have attempted, in so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources, both in classrooms and in the ICT suite, which has been designed in accordance with health and safety guidelines. Pupils are supervised at all times when Interactive Whiteboards and Digital Projectors are being used.

> **Wireless Networks**

The Health Protection Agency has advised that there is no consistent evidence of health effects from radio frequency exposures below guideline levels and therefore no reason why schools and others should not use WiFi (Wireless Fidelity) equipment. Further information on WiFi equipment is available on the Health Protection Agency Website.

Digital and Video Images of Pupils

1. **Introduction**
This section provides guidance on the appropriate use of images of children in St. Mary's Primary School and Nursery. It covers still, video and electronic photographic images wherever they are used. The school wish to make full and proper use of photographic images while meeting the law and preserving the rights and safety of children. Concerns focus on issues around rights of privacy, child protection and copyright ownership. These guidelines address these issues and give advice on good practice.

2. **Typical Uses of Photographs**

- Performing arts including dance and movement, concerts, drama performances, parent evenings.

- Sports days and sports fixtures and the use of photographic equipment by parents and carers.
- Media including newspapers especially when some editors require children's names when publishing photographs.
- Displays in the school of children's activities.
- Publications by the school, CCMS and EA.
- The school website.

3. **Ownership**

Human Rights legislation and the Data Protection Act 1998 give people new rights and it is the right to 'privacy' that is the issue when using photographs. The school must take steps that respect the rights of people in photographs.

4. **Good Practice**

The following advice represents good practice in the use of photographic images involving children.

1. When taking a picture, the school must obtain the consent of the person in the picture or from their parent or carer. Where a child does not wish to be photographed this must be respected.

2. Follow the commitment made in the consent forms:
   - not to name the child;
   - not to use the photograph out of context;
   - not to use the photograph to illustrate sensitive or negative issues.

3. When photographing children:
   a. Ensure that parents and carers of young people have signed and returned the school consent form for photography (see Appendix 4).
   b. Ensure all children are appropriately dressed.
   c. Avoid images that only show a single child with no surrounding context of what they are learning or doing.
   d. Photographs of three or four children are more likely to also include their learning context.
   e. Use photographs that represent the diversity of the children people participating.
   f. Report any concerns relating to any inappropriate or intrusive photography to the Principal.
   g. Remember the duty of care and challenge any inappropriate behaviour or language.
   h. Do not use images that are likely to cause distress, upset or embarrassment.

4. Regularly review stored images and delete unwanted material.

5. Parental Permission

The use of images of children require the consent of the parent / carer. Permission should always be obtained by using the form in Appendix 3, when a child joins the school. The form covers the school when using the photographs in publications, on the school Facebook page and on the school web-site.

When a parent does not agree to their child being photographed, the Principal must inform staff and make every effort to comply sensitively.
For example, if a child whose parents have refused permission for photography is involved with a sports event, e.g. a netball match, it may not be appropriate to photograph the whole team. Careful liaison with parents is therefore essential. With discussion it may be possible to agree other options. The parent may accept a team photograph if names are not published.

6. Teacher Training and Portfolios

During teacher training, with newly qualified staff and Childcare training it is normal that the member of staff has to compile a portfolio with photographs of children during lessons. Staff should act responsibly in compiling these images. A member of the permanent staff should be present when these photographs are being taken and consider their appropriateness.

7. Displays in Schools

Still photographs shown on displays and video clips available during open / parents' evenings should depict children in an appropriate way. They should not display images of children in inappropriate or revealing clothing so appropriate levels of integrity and decency are maintained. Do not use photographs or images likely to cause embarrassment.

8. Parents Evenings, Concerts, Presentations

To allow the appropriate recording of children's images by parents / carers:
- ensure that children are appropriately dressed;
- obtain parental permission with the form in Appendix4;
- be aware of any child who should not be photographed; and
- monitor the use of cameras and anyone behaving inappropriately.

9. Children Photographing Each Other

This practice can occur extensively during offsite activities particularly during trips out of school. In residential visits staff should maintain the supervision and management control the same as in the school situation. There may be incidents where children take inappropriate photographs, perhaps showing friends and other children inappropriately dressed. Staff should endeavour to discourage this practice, but ultimately parents are responsible for monitoring their child's use of cameras and subsequent use of their images involved.

10. <u>Newspapers</u>

Several scenarios can occur:

1. Team photographs:
- When everyone is prepared to allow team photographs and full names to be published. In this situation publication can occur.
- If a parent is not happy to have a child's name printed on a photograph, then consideration could be given to publishing the photograph with no names. The Principal should make every effort to ensure, in conjunction with the newspaper editors, that this occurs.

2. Photo opportunities:
- When the school invites a newspaper to celebrate an event, the Principal should make every effort IN ADVANCE to ensure that the newspaper's requirements can be met.
- Almost without exception, this means the paper will prefer to publish the full names of anyone in a photograph they print. The only exception to this might be (as above) in a larger group shot (e.g.: a group of more than 10 children).
- However, newspapers usually prefer to work with smaller groups of children – e.g.: three or four – and for this number names would definitely be required.
- It is not acceptable to invite a newspaper to take photographs and then refuse to provide any names. Newspapers will not print anonymous photographs. Schools must give thought to this beforehand – and parental permission / opinion must be their key guidance.
- This might mean offering only those children whose parents are happy for publication of photographs and names for inclusion in any photo opportunities.
- Otherwise schools must be prepared to forego newspaper publicity.

11. <u>Use of Internet / Intranet Sites / Social Media</u>

Many schools have an internet / intranet facility and / or Social Media accounts. St. Mary's Primary School and Nursery will follow the good practice as set out in this policy and will ensure that the school only uses appropriate images that follow this guidance. For example, if a child has successfully completed a swimming award, it would be appropriate to show the child in a tracksuit rather than a swim suit.

Use of Mobile Phone

"Every school should have a clear policy on the use of Mobile Phones on its premises, and make it clear that any abuse – such as using these phones to bully and humiliate – will be dealt with severely"
Ed Balls, Minister for Education and Young People, Feb '07.

St. Mary's P.S. and Nursery recognises that Pupils regularly use electronic devices including mobile phones and that many parents wish their children to carry mobile phones to enhance their safety before and after school and on journeys to and from

school. St. Mary's P.S. and Nursery aims to develop a culture of responsible use of mobile phones and other digital devices by pupils. However, the increasing technical sophistication of these telephones raises the following issues which the school management must address:

1.1 Research has shown that mobile telephones can impact on the health of young people;[i]
1.2 Mobile telephones represent a serious nuisance and form of disruption when they are left switched on in teaching areas or any other public forum within the school grounds;
1.3 Examination Boards have highlighted the security issues regarding mobile telephones and public examinations;[ii]
1.4 Research has shown that some Pupils experience bullying through the use of text and picture messaging via mobile telephones;[iii]
1.5 Picture messaging is being used to send pornographic images via mobile telephones;[iv]
1.6 Picture telephones with built-in or attached digital cameras are being used to take pictures without the subject knowing and many of these photographs are appearing on so-called "Candid Camphone" websites. Such pictures can be digitally stored and manipulated as required.[v]

Pupils

Parents are required to complete the form in Appendix 5 if they allow their child to carry a mobile phone to school.
In addition to this;

- Pupils are advised that mobile telephones should not be brought to school and that the school is not liable for the theft, loss or damage of telephones or other similar property belonging to pupils
- Parents should be aware if their child takes a mobile phone to school
- The use of mobile telephones for any purpose within the school environment is prohibited between 9 a.m. and 3 p.m. during each school day
- Pupils are responsible for ensuring that their mobile telephones are switched off
- Pupils and parents are reminded that in cases of an emergency, the school office remains the appropriate point of contact
- Pupils are prohibited from using in the school grounds any mobile telephone which is capable of taking, storing or sending still digital images and/or video clips.
- The recording, storing and/or transmission of digital images within the school grounds is strictly prohibited
- Pupils engaged on out of school visits may carry their mobile telephones but must not use the phones to record inappropriate images while in the care of the school
- During residentials all mobile phones should be given to the teacher in charge and returned to the child at an allocated time to enable him/her to make/receive a call from home.
- Failure to observe the above rules will result in the immediate confiscation of the mobile telephone by the teacher observing or detecting the breach of this rule

- When a pupil has her/his telephone confiscated the teacher will bring the mobile phone to the main office where a member of the administrative staff will log the relevant details:
    - The name and class of the pupil using the phone
    - The time and place when the phone was being used
    - The purpose for which the phone was being used
    - The phone will be securely stored in the main office
    - The Principal will be informed of the incident by the administrative staff
    - The pupil will be interviewed about the incident
- Pupils must arrange for their parents/guardians to collect a confiscated telephone from the Main Office during normal working hours.
- Where a parent/guardian is unable to call at the school to collect the telephone then other arrangements must be made, as the telephone will NOT be returned to the student. A parent/guardian may send a note to the Principal to nominate another appropriate adult to collect the telephone.

Sanctions

Inappropriate use of mobile phones will be regarded as a breach of discipline and will invoke the School's Disciplinary Procedures

Staff

Staff must not use mobile phones during class. Phones must be either switched off or remain on silent for the duration of contact with children.

Staff should not disclose mobile phone numbers to parents or pupils and use appropriate means of communication namely school phone when contacting parents. Staff should not use their personal mobile to photograph children. In the event of an accident where no other suitable camera is available it is permissible.

School Website

Our school website promotes and provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life. In order to minimise risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions;
- Names and images are kept separate – if a pupil is named their photograph is not used and vice-versa;
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

Social Software

Chatrooms, blogs and other social networking sites are blocked by the C2K filters so pupils do not have access to them in the school environment. Concerns in relation to inappropriate activities would tend to come from use outside the school environment.

St. Mary's P.S.

However, we regard the education of pupils on the safe and responsible use of social software as vitally important and this is addressed through our Internet Safety Education for pupils.

Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's discipline policy and child protection procedures.

Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

Appendix 1

ICT Code of Safe Practice (Pupils)

eSafety Rules

- ⤴ I will only use ICT in school for school purposes.

- ⤴ I will only use my class e-mail address or my own school e-mail address when e-mailing.

- ⤴ I will only open e-mail attachments from people I know, or who my teacher has approved.

- ⤴ I will not tell other people my ICT passwords.

- ⤴ I will only open/delete my own files.

- ⤴ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.

- ⤴ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.

- ⤴ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.

- ⤴ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

- ⤴ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.

St. Mary's P.S.

Appendix 2

Dear Parent

As part of St. Mary's Primary School Information and Communications Technology programme we offer pupils supervised access to a *filtered* Internet service provided by C2k. Access to the Internet will enable pupils to explore and make appropriate use of many web sites that are of enormous educational benefit. They can also exchange messages with other Internet users throughout the world. However, in spite of the tremendous learning potential, you should be advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

In order to help minimise any risks, which might arise from Internet use, our Service provider C2k has installed filtering software which operates by blocking thousands of inappropriate web sites and by barring inappropriate items, terms and searches in both the Internet and e-mail. To further enhance safety, pupils will only use the Internet for educational purposes, under the supervision of a member of staff.

We take your child's safety on the internet very seriously. We would like to inform you about a new software system that we will be installing in the next few weeks.

Securus Education is a software system which helps us to ensure that our computer network is being used safely. It is used by over 3,200 schools in the UK and many more internationally. Securus also acts as an educational tool, helping children to recognise unsafe situations and encouraging them to use new technologies responsibly.

Securus alerts staff to any words on our network that would lead us to believe that our very high standards of safeguarding, reflected in our eSafety Policy, may be jeopardised. Securus is effective both online and offline across all programmes used by the school. Incidents flagged by Securus would include any evidence of bullying, inappropriate language, indicators of emotional distress, searches for harmful websites and so on.

A screen 'capture' is taken of every incident, showing what was displayed at the time, who was involved and when the incident took place. These captures enable staff to respond to potentially serious or inappropriate situations online with confidence. The immediacy of this system can help prevent issues from spiralling into something more serious.

We are conscious that the world online can be a very dangerous place so we want to assure you that we have given serious thought to making sure your child's online experiences are safe.

The school's principles for Internet use accompany this letter.

I would appreciate if the agreement form attached could be signed and returned to the school by *DATE.*
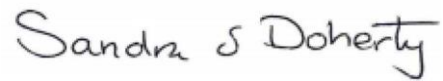
St. Mary's P.S.

We recommend that you also follow the guidance provided if your child has access to the Internet at home.

Should any parent have any queries / concerns please do not hesitate to contact me.

We would like to take the opportunity to thank you for your continued co-operation in this very important area.

Yours sincerely,

Sandra S Doherty

Principal

St. Mary's P.S.

Appendix 3

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ICT Code of Safe Practice for Staff
eSafety Rules

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ICT and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This code of practice is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to agree to this code of practice and adhere at all times to its contents. Any concerns or clarification should be discussed with Michelle Devine (Co-ordinator) or Sandra O' Doherty (Principal)

- Pupils accessing the Internet should be supervised by an adult at all times.
- All pupils are aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal/ICT Co-ordinator.
- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Principal or Board of Governors.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, C2k, secure e-mail system for any school business.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorized by the Principal or Board of Governors. Personal or sensitive data taken off site must be encrypted.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in-line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Principal.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Principal.
- I will respect copyright and intellectual property rights.
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature
I agree to follow this code of practice and to support the safe and secure use of ICT throughout the school

Signature …………………….………………. Date ……………………

St. Mary's P.S.

Appendix 4

Dear Parent or Carer

During your child's time at St. Mary's Primary School / Nursery we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications, Social Media and on a web-site by us, by the EA, CCMS or by local newspapers.

Photography or filming will only take place with the permission of the Principal and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child, we need your permission. Please **answer the questions below, sign and date the form and return it to the school.** You can ask to see images of your child held by the school. You may withdraw your consent at any time.

Name of child (Block Capitals) :	
Name of person responsible for the child:	
I understand that: • the local media may take images of activities that show the school and children in a positive light e.g. Nursery / Primary One pictures of new starters, drama and musical performances, sports and prize giving; • photographers acting on behalf of the school may take images for use in displays, in publications, Social Media or on a website; • embarrassing or distressing images will not be used; • the images will not be associated with distressing or sensitive issues; and the school will regularly review and delete unwanted material.	
Having read the above statement, do you give your consent for photographs and other images to be taken and used? (please tick the appropriate box)	**YES**, I give my consent for pictures to be taken and used
	NO, I do not give my permission for pictures to be taken and used
Signature of Parent:	
Date :	

NB There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. The school recognises that in such circumstances specific consent from parent or guardian will be required before photography or filming of children can be permitted.

If you wish to attend school functions and take photographs of your and other people's children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Thank you.

Please return the form to the Class Teacher.

St. Mary's P.S.

Appendix 5

Parent/Guardian Permission

I have read and understand the information about the appropriate use of mobile phones at school and I understand that this form will be kept on file at the school and that the details may be used to assist in identifying a phone should the need arise (e.g. theft of the phone or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and in accordance with school policy, as outlined in this document.

Parent Name (print)   : _____

Parent Signature: _____

Date: _____

Mobile phone number: _____

Pupil Name (print): _____

Pupil signature: _____

Class: _____

Date: _____

St. Mary's P.S.

Additional Advice for Parents with Internet Access at home

1. A home computer with Internet access should be situated in a location where parents can monitor access to the Internet.

2. Parents should agree with their children suitable days/times for accessing the Internet.

3. Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long and what constitutes appropriate use;

4. Parents should get to know the sites their children visit and talk to them about what they are learning;

5. Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials. Further information is available from Parents' Information Network (address below);

6. It is not recommended that any child under 16 should be given unmonitored access to newsgroups or chat facilities;

7. Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school name or financial information such as credit card or bank details. In this way they can protect their children and themselves from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.

8. Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages and to tell them if they receive any such messages or images. If the message comes from an Internet service connection provided by the school they should immediately inform the school.

Further advice for parents is available from the following sources:
- http://www.thinkuknow.co.uk A mock cybercafé which uses online role-play to help children from 5 to 16+ explore a range of issues.
- http://www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf Aimed at parents and carers, there is a great deal of very clear information about chat rooms, social networking sites, email and much more.
- http://www.parentscentre.gov.uk/usingcomputersandtheinternet A very comprehensive site aimed at parents and carers. Includes many articles and external links to other helpful sites.
- http://www.bbc.co.uk/webwise Includes an 'Internet for Beginners' course and a tool for answering your internet related questions.
- http://www.kidsmart.org.uk/ Explains the SMART rules for safe internet use and lots more besides.
- http://www.ceop.gov.uk/ The government's Child Exploitation and Online Protection Centre (CEOP)
- http://www.parents.vodafone.com Vodafone's site is designed to help parents and carers develop an understanding of their child's internet use.

St. Mary's P.S.

Further Information regarding Photographic Images
Further information on all aspects of child protection is available from:

The EA Child Protection Officer
Tel No: **028 82411480**

0r to a social worker at the Gateway Team (Western Trust)
Tel No: **028 71314090**

or the PSNI at the Public Protection Unit
Tel No : **0845 600 80000**

Other Sources of information regarding Use of Mobile Phone

Childnet International
Childnet International is a children's charity committed to helping to make the Internet a safe place for children. They recently co-hosted a conference on Children, mobile telephones and the Internet with the Internet Association, Japan. A link to the full conference proceedings is available from their website:

http://www.childnet-int.org/

FKBKO
For Kids By Kids Online (FKBKO) exists to make the Internet a better and safer place for children and young people. The website includes a section on mobile telephones which outlines all the ways in which you can use the technology, in addition to general safety advice.
http://www.fkbko.co.uk/

ICSTIS
ICSTIS, the Independent Committee for the Supervision of Standards of Telephone Information Services, is the industry-funded regulatory body for all premium rate charged telephone services.

http://www.icstis.org.uk/

NCH IT OK
NCH is one of the UK's leading children's charities, and is a member of the Children's Charities' Coalition for Internet Safety (CHIS). The NCH IT OK website promotes safe and equal Internet access for young people. The website is also developing information on 3G services.
http://www.nch.org.uk/itok/