



Osborne
Co-operative Academy Trust

Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

Acceptable Use of ICT Policy: Parents and Carers

First approved by Trust Board: March 2015

Review Frequency: Every Two Years

Date of last review: July 2022

Date of next review: July 2024

Osborne Co-operative Academy Trust

Version Control

Author	Date Created	Version	Notes
	2015	1.0	
ICT SIG	2019	2.0	ICT SIG
ICT SIG	2020	3.0	Amended to include remote learning Guardian replaced with carer
ICT Sub Committee	2022	4.0	Reference to lockdown removed

Osborne Co-operative Academy Trust

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

Acceptable Use Policy Parents/Carers Agreement Form

Parent / Carer name: _____

Pupil/ Student name(s): _____

As the parent or legal carer of the above pupil/student(s), I grant permission for my daughter or son to have access to use the internet, email and other ICT facilities within Osborne Co-operative Academy Trust.

I know that my daughter or son has signed an Acceptable User Form with regard to the responsible use of the Internet.

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 email, employing appropriate teaching practice and teaching Online 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 the school has concerns about their online safety or behaviour that they will contact me.

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

I understand that my child needs a safe and appropriate place to do remote learning if school is closed (similar to regular online homework). When on any video calls with school, it would be better not to be in a bedroom but where this is unavoidable, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. Where it is possible to blur or change the background, I will help my child to do so.

If my child has online tuition I will undertake necessary checks where I have arranged this privately to ensure they are registered/safe and reliable, and for any tuition remain in the room where possible, and ensure my child knows that tutors should not arrange new sessions or online chats directly with them.

I understand that the Trust or the individual schools accept no responsibility for any loss and/or damage to my child's personal device. I understand that the decision to bring in a personal device into school rests with me as the parent or guardian, as does the liability for any loss and/or damage that may occur.

Parent/Carer signature: _____

Date: ___/___/___

Use of digital images - photography and video: Privacy Notice

We are required by law to retain a photo of each pupil as part of our educational record. We sometimes wish to use digital images, e.g., photos, videos, audio recordings to enhance education provision, inclusion and recreation. When this is the case, we will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. Where consent has been provided for the use of images, and the pupil has left the school, we will rely on legitimate interests as our legal basis when retaining digital images for archiving purposes. As we will be relying on consent when displaying or publishing digital images, that consent can be withdrawn at any time simply by contacting the school. Every effort will be made to delete the images, but please note that where consent has been provided for the publication of the images, the school may not be able to locate and delete the image on request, although reasonable steps will be taken to do so.

The school is the Data Controller for this information. This information may be shared in order to celebrate successes or promote our education services. Please note we only share information required for that particular purpose and then only the minimum required. We may share digital images with your consent with:

- The school website provider
- Local media
- School photographer
- Essex Records Office
- Social Media platforms

No digital images are routinely available outside of the UK. However, where digital images are used on social media, in publications, or on our website we cannot restrict the access to such images to the UK.

The school will comply with the Data Protection Act and request parents/carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names

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

Agreement

I also agree to the Trust using photographs of my child or including them in video material, as I understand that images will only be used to support learning activities or in publicity, that reasonably promotes the work of the school or Trust and for no other purpose. Examples of use include:

- a) Photographing pupils at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing them to see their work and make improvements;
- b) 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;
- c) Within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, pupils could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, 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.

Parent/Carer signature: _____ **Date:** ___/___/___