



Mowden Schools

Using the Internet and Digital Media Use Policy and Guidelines

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Review frequency	Three yearly
Next review date	June 2028

Approved by Governor for Pupil Progress and Curriculum

Signature
Rebecca Foster Snook

Approved by Chair of Governors:

Signature
Paul Freeman

Dear Parent/Carer

Responsible Internet Use

As part of pupils' curriculum enhancement and the development of ICT and computing skills, the Trust is providing supervised access to the Internet including e-mail. We believe that the effective use of the World Wide Web is worthwhile and is an essential skill for children growing up in the modern world.

Mowden Schools are taking positive steps to deal with the risks of internet use. Our school Internet access provider is IT Systems and operates a filtering system that restricts access to inappropriate materials. This may not be the case at home. To help you in this respect we enclose a sheet of school rules for responsible and safe Internet access.

Whilst every feasible step is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

I hope that you will agree that the opportunities offered by this technology far outweigh any potential risk. We would be grateful if you could read the attached and sign and return the consent form so that your child may reap the benefits of using the Internet at school.

I attach copies of the Rules for Responsible Internet Use and Digital Media Use that we operate at our schools. Please take time to read and discuss these with your child.

Yours sincerely

Mr P King
Headteacher
Mowden Schools

Using the Internet

As a School we will...

- Make pupils aware of their rules and responsibilities
- Ensure that, wherever possible, websites have been monitored prior to them being used with pupils
- Teach a programme of digital literacy across the school
- Make pupils aware of their responsibility for the communications they send
- Ensure that an appropriate level of Internet filtering is provided to minimise the possibility of accessing inappropriate content
- Monitor pupil usage of the Internet, where necessary
- Ensure that if photographs of pupils are published on the Internet, they are not annotated with their names or other personal information (such as address and/or phone number)
- Provide appropriate sanctions for pupils who intentionally break the rules of this policy

As a parent, I will...

- Ensure that my child/children understand the importance of following the school's rules for using the Internet

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Rules for Responsible Internet Use

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will only use my own login.
- If I have been given a password I will keep this a secret.
- I will not access other people's computer account or their work.
- I will use the computers only for schoolwork and homework.
- I will not bring memory sticks into school without permission.
- I will only use websites which my teacher has given me permission to go on.
- When I am using a computer, I will always be polite and sensible.
- I will not give my full name, home address, e-mail address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- I will tell a teacher if I see something inappropriate or that makes me unhappy.
- I understand that the school can check my computer files and the Internet sites I visit.
- Be aware that information on an Internet web site may be inaccurate or biased.

Think then click!

Digital Media Use

The trust's local governing body has discussed how photographs and videos are used to record events and celebrate achievements at Mowden Schools. There are two types of situations where photographs are taken:

- a) staff and pupils taking photographs or video of school trips, visits, sporting fixtures and special events
- b) public situations where the school allows parents and others to take videos and photographs (including local newspapers).

We believe it is important to share the good work of the trust, using such as social media, and know that parents and family members enjoy seeing their children being involved in school life. Balancing this, we have to take care that any photographs taken in school are never misused:

1. Individual pupils will not be named or include other data such as home address/telephone numbers.
2. We will never use photographs that may cause offence, embarrassment or distress to the child or their parent/guardian.
3. We will only use images of pupils in suitable dress.
4. We may use the photographs to add to our website, school Facebook page or add to school displays. Parental consent is sought for all children (see appendix).
5. Children for whom we don't have photographic consent will not be prevented from taking part in an activity. Images containing these children will either be removed or modified to prevent identification.
6. Before any images are uploaded to the school's website or social media account, a two factor check will be applied. This is to prevent images being shared incorrectly. One member of staff will check the images against consent lists before a second member of staff separately double checks. If images are still uploaded wrongly then this will be recorded on the school's safeguarding system: CPOMS – E-Safety – Photographic Breach. Any breach or alleged breach will be reported to the local governing body.
7. If we have any doubts concerning the appropriateness of a photograph or image, we will, of course, contact parents/guardians and gain written consent before its use.
8. Parents/guardians may take photographs or videos of special events, HOWEVER, these must not be shared on-line, sold or distributed. School can make the decision to share on line or on social media, but this is because appropriate permissions have been sought and granted.

Parent photographs – STRONG REMINDER

Families are reminded at school events not to share photographs and videos which include other children on social media. If a parent ignores this they may be prevented from attending future events.

Having read the above policy, we hope that parents feel reassured that we have done all that we can to ensure the safe and proper use of images and photographs.

We require parents to complete the Consent Form - Responsible Internet Use (see appendix). The completion of the form is a one-off requirement at Mowden Schools.

Any parent/guardian who wishes to change their position either by withdrawing consent already given, or giving consent for the future, must do so in writing, addressed to the Headteacher.

Appendix - Internet and Photograph Consent Form

Federation of Mowden Schools (Academy Trust) – Responsible Internet Use and Photographic Consent Form

Please read our '*Using the Internet and Digital Media Use Policy & Guidance*'. The policy has been sent to you via a separate email and can also be found within the '*About Us*' '*Policies*' page on our school website. www.mowdenfederation.co.uk

We really value using photos and videos of students to be able to showcase what students do in school and show what life at our Academy is like to others and we would appreciate your permission to do this.

Photographs could be taken during the school year either within school, at sporting events or during performances. Photographs will be published without names.

A professional photographer will come into school during the school year. They will take an individual photograph of your child and a class photograph later in the school year. These will be available to purchase. You will be notified in advance of when these photographs will be taken.

Photographs may be taken by 3rd parties, in relation to school activities, both in print, media and online, e.g. local journalists at a school event, other schools involved in events such as sporting competitions, drama productions etc.

The Mowden Schools do not control the use of these photographs and they may not be subject to the guidelines set out in the Responsible Internet Use Policy.

Consent can be withdrawn at any time. Please address your request in writing to the Headteacher. For further information, please refer to our Privacy Notice within the '*About Us*' '*Policies*' page on our school website.

Parent/Carers' Consent for Internet Access

I have received and read the Federation of Mowden School (Academy Trust) *Using the Internet and Digital Media Use Policy & Guidelines* and give permission for my child to access the Internet. I understand the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree the school is not liable for any damages arising from the use of the Internet facilities.

- ☐ Agree
- ☐ Disagree

Parent/Carers' Consent for Child's Work

If selected, my child's work may be published on the school website.

- ☐ Agree
- ☐ Disagree

If selected, my child's work may be published on the school social media page.

- ☐ Agree
- ☐ Disagree

Parent/Carers' Consent for Child's Photographs/videos

If selected, photographs that include my child may be displayed within school.

- ☐ Agree
- ☐ Disagree

If selected, photographs/videos that include my child may be published on the school website.

- ☐ Agree
- ☐ Disagree

If selected, photographs/videos that include my child may be published on the school social media page.

- ☐ Agree
- ☐ Disagree

Parent/Carers' Consent for Child's Photographs/videos by 3rd Parties (e.g. Northern Echo/BBC News)

If selected, my child's photographs/video may be used by 3rd parties.

- ☐ Agree
☐ Disagree

Parent/Carers' Consent for Child once they have left school

Photographs/videos that include my child may be used on the school website/social media once my child has left school. (We will endeavour to keep photos of former pupils online for no longer than one year).

- ☐ Agree ☐ Disagree

Sharing own photographs/videos on social media

Finally, some parents do not give consent for photographs of their children for good reasons. This may be because it places the child at serious risk.

Therefore, although school may allow parents to take their own photographs/videos at school events, I tick to confirm that I will not share these on social media. I understand that not complying with this may result in exclusion from future events.

- ☐ Tick to confirm