

E-Safety.

Below is some important information on the school's policies on taking photographs of children as well as a copy of the e-safety agreement that the children sign.



Using Images Safely and Responsibly

We all enjoy and treasure images of our family and friends. Our new born baby, first steps, family events, holidays and school events are moments we all like to capture in photos or on video.

We then have the added and exciting dimension of adding our images and video to our social network, such as Facebook, YouTube and many other online websites. This means that we can easily share our photos and video with family and friends.

Whilst this is naturally useful, in schools and educational settings we do need to protect and safeguard all children and staff in our school, including those who do not want to have their images stored online.

Online Images and Video - *What should we think about before adding online any images or video? Are there any risks?*

Facts

- Once online any image or video can be copied and stay online forever.
- Some children are at risk and **MUST NOT** have their image put online. Not all members of the school community will know who they are.
- Some people do not want their images online for personal or religious reasons.
- Some children and staff may have a complex family background which means that image sharing online can have unforeseen consequences.

We must all **'Think Before We Post' Online**

At Welwyn St. Mary's School we are happy for parents and carers to take photos and video of the school events and productions for *personal use* but request that these images are not distributed or put online. This is to protect all members of the school community

Thank you for your support.

Please note: From time to time we use photographs of our pupils to promote and celebrate the good work in our school. This might be on our website or in paper form to carefully selected audiences. We never publish a child's name alongside their photograph for reasons of safety. If you do not wish your child's photograph to be used in this way please send a letter in to your child's teacher.



Pupil Acceptable Use Agreement / E- Safety 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 file.
- I will make sure that all ICT content with other children and adults is responsible, sensible and polite.
- 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 school teacher and an adult comes with me.
 - I will be responsible for my behaviour when using ICT because I know that these rules keep me safe.
- I know that my use of ICT can be checked and that my parent / carer will be contacted if a member of staff is concerned about my E - Safety.