



## Greenside Film Factory

### AUP / e-safety agreement form Parents/ Carers – September 2018

**Internet and ICT:** As the parent/carer of the student(s) named below, I give permission for Greenside to give my *daughter / son* access to:

- o the Internet at Greenside
- o Greenside’s chosen email / messaging system
- o Greenside’s online managed learning environment or cloud facility
- o ICT facilities and equipment at Greenside or at any other TEF schools.

I accept that ultimately Greenside cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that everyone at Greenside takes every reasonable precaution to keep students safe and to prevent students from accessing inappropriate materials and will follow up any such occurrences appropriately.

I understand that Greenside can, if necessary, check my daughter/ son’s iPad issued at Greenside, computer files and internet history from Greenside and if there are concerns about my child’s e-safety or e-behaviour they will contact me.

I agree that Greenside will contact me via the email address I have registered with them and that any reply Greenside receives from this address will be considered as direct authority from me.

**Use of digital images, photography and video:** I understand that Greenside has a clear policy on “The use of digital images and video” (see proceeding pages) and I support this.

I understand that Greenside will necessarily use photographs / videos of my daughter/ son or include them in video material to support or celebrate learning activities.

I accept that Greenside may use photographs / videos that include my daughter/ son in celebrations of the activities and/or publicity that reasonably promotes the work of Greenside which may include an external audience. This includes using such images on digital platforms, including Greenside’s website, YouTube channel or similar.

I will not take and then share online, photographs of other students (or staff) at Greenside events without permission.

**Social networking and media sites:** I understand that Greenside does not allow the use of social networking and media sites by students at Greenside and I support this.

**Digital Equipment:** I understand that Greenside allows my daughter/ son access to a range of digital equipment and expects them to take care of it, use it appropriately and respectfully.

I understand that Greenside takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support Greenside by promoting safe use of the Internet and digital technology at home. I will inform a member of staff at Greenside if I have any concerns.

**My daughter / son’s name and Family Name:** \_\_\_\_\_

**Parent / carer signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_



## The use of digital images and video

To comply with the Data Protection Act 1998, and current GDPR regulations we need your permission before we can photograph or make recordings of your daughter / son as part of our Greenside work.

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

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

If showcasing digital video work to an external audience, we take care to ensure that students aren't referred to by their full name on the video, with the exception of credits at the end of a film.

Only images of students in suitable dress are used.

Staff are not allowed to take photographs or videos on their personal equipment.

Where a need arises to do so, they are expected to move the image to an appropriate Greenside platform and delete the content from their personal devices before leaving the premises on that same day.

Examples of how digital photography and video may be used at Greenside include:

- Your daughter/ son being photographed (by the class teacher or teaching assistant) as part of a learning experience, display or presentation.  
e.g. taking photos or a video of progress made by a nursery student, as part of the learning record, and then sharing with their parent / carer.
- Your daughter/ son's image being used for presentation purposes around Greenside;  
e.g. in class or wider wall displays or PowerPoint® presentations.
- Your daughter/ son's image being used in a presentation about Greenside and its work in order to share its good practice and celebrate its achievements, which is shown to other parents/ carers, schools or educators;  
e.g. within a DVD, digital presentation or a document sharing good practice; in promotion or publicity materials, on our website, YouTube channel or similar platform.
- In rare events, your daughter/ son's picture could appear in the media if a newspaper photographer or television film crew attends an event.
- Please note: If we, or you, actually wanted your daughter/ son's image linked to their name we would contact you separately for permission, e.g. if your daughter/ son won a national competition and wanted to be named in local or government literature.
- In circumstances different to the above, we would try to speak directly with parents/ carers to enable your daughter/ son is always represented positively as part of Greenside.



## The use of social networking and on-line media

Greenside asks its whole community to promote the 3 commons approach to online behaviour:

- o **Common courtesy**
- o **Common decency**
- o **Common sense**

*How do we show common courtesy online?*

- o We ask someone's permission before uploading photographs, videos or any other information about them online.
- o We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

*How do we show common decency online?*

- o We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory. This is cyber-bullying** and may be harassment or libel.
- o When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law. All such comments should be reported to a responsible adult.

*How do we show common sense online?*

- o We think before we click.
- o We think before we upload comments, photographs and videos.
- o We think before we download or forward any materials.
- o We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- o We make sure we understand changes in use of any web sites we use.
- o We block harassing communications and report any abuse.

Any actions online that impact on Greenside and can potentially lower or damage our collective reputation (or that of someone associated with Greenside) in some way or are deemed as being inappropriate will be responded to.

In the event that any member of staff, student or parent/ carer is found to be posting libelous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

*(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)*

In serious cases we will also consider legal options to deal with any such misuse.

The whole Greenside community is reminded of the CEOP report abuse process:

<https://www.thinkuknow.co.uk/parents/browser-safety/>