



St Mary's

Catholic Primary School

WE LOVE | WE LEARN | WE LAUGH | WE LIVE

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Growing together in God's name

Dear Parent/Carer

21st May 2018

Re: Changes to Data Protection Law

You may be aware that from 25th May, the rules around data protection are changing. The 'General Data Protection Regulation' (GDPR) will change how we can use your personal data and keep it safe, and will also strengthen your rights over your own data.

The point of this is to make sure sensitive or private information about yourselves and your children stays safe. Whilst it is similar to the current Data Protection Act in many ways, there are a few differences, so we need to make a few changes at the school in order to ensure we remain compliant.

One of these changes is that we have updated our privacy notice. *See our school website.*

As part of our work to comply with the GDPR, we are also re-seeking various consent requests and permissions. We have enclosed this form, and would appreciate it if you could fill this out and return it to the school office by Friday 25th May 2018.

If you have any questions about how the GDPR affects you, or how our school is preparing, please come and speak to me directly.

Yours faithfully,

Sarah Clayton
Headteacher

PERMISSIONS

REVIEWED ON YOUR REQUEST

(Please return to the school office who will add the information to your child's record)

Child's Name:Year Group:

1 Visiting the local area

Children are taken on educational trips and visits during the school year and details and separate opt-in/opt-out consent slips are sent out in advance.

On some occasions we take children out locally to places such as Vale Park; the Beach and Library. We will always inform you when children are being taken out into the local area. Any visits will have suitable adult: children ratios and have a first-aider present.

1 I opt-in to my child visiting the local area:

2 Copyright Permission

In some cases children's work may be exhibited or used outside of the school environment *e.g. a poem written for a National competition, artwork displayed at other Schools*. You child retains copyright over their work, but this allows us to share their work with others. Your child's name, age and school will be shared in this instance.

2 I opt-in to allow the school to share my child's work whilst retaining copyright. I understand that my child's work may still appear once my child has left St Mary's Primary School:

3 Acceptable Use Agreement/Online Safety Rules

St Mary's Primary School takes Online Safety extremely seriously. As such it has a wide range of safety features, anti-virus/malware software, firewalls, filters and monitoring systems in place to avoid inappropriate, harmful or illegal content or activities taking place.

These online safety rules are designed to keep your child safe online and should be shared at home with your child. Your child could sign this agreement once you have been through these rules with them, otherwise you may sign on their behalf:

For my personal safety:

- I will not let anyone know any of my passwords.
- I will not use any other person's username and password.
- I will never tell someone my last name, date of birth, home address or any phone number when online.
- I will never arrange to meet someone that I have chatted to online.
- I will tell a teacher (or parents/carers if at home) if I see anything that I am unhappy with.
- I know that my teachers can check everything I do when I am using the school's ICT systems and they will talk to my parent/carer if I do something wrong or they are concerned about my e-safety.

I understand that everyone has equal rights to use technology as a resource and:

- I will only use the school's ICT systems for learning activities unless my teacher has let me use it for approved games.
- I will not make large downloads or uploads that might slow the system down and stop others from working, unless my teacher has asked me to. I will not use the school ICT systems for on-line gaming, on-line gambling, Internet shopping, file sharing, or video broadcasting (e.g.YouTube)

I will act as I expect others to act toward me:

- I will not access, copy, remove or change any other user's files, without them knowing and giving me permission.
- I will be polite and responsible when I communicate with others online.
- I will not use strong, aggressive or inappropriate language and I understand that others may have different opinions.
- I will not make or distribute images, video or audio clips of anyone without their permission.

I will respect the security that the school has put in place to keep me and others safe:

- If I need to bring a mobile phone to school (Yr5 and Yr6 only) I will give it to my teacher to then be sent to the office for safe keeping during the school day.
- I will not plug a memory stick into any school ICT device without asking a teacher first.
- I will not try to upload, download or access any materials which are illegal or may cause harm or distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place.
- I will tell a teacher immediately if I find any damage or faults with equipment or software.
- I will not open any attachments to emails, unless I know and trust the person who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not access chatrooms and social networking sites in school.

When using the Internet I know that:

- I should ask permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the Internet to find information, I will check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I break the rules of this Acceptable Use Agreement, depending on the severity:
 - ✓ I may lose access to the school network / Internet;
 - ✓ My parents will be contacted; I may be excluded;
 - ✓ The police may be involved if my actions are illegal.

3 I understand and agree to follow the school's online safety rules:

4 Parents/Carers Acceptable Use Agreement

In addition to the children's use of technology within school, we also ask that parents/carers agree to the following:

- ✓ I understand the online safety rules and agree to help my child(ren) keep them;
- ✓ I agree to switch my phone or other mobile device to 'silent' when coming into school (other than drop off/pick up).
- ✓ I agree not to use my mobile phone or other mobile device when inside the school buildings to comply with the school's safeguarding policy.
- ✓ I have read and understood the school online safety rules and give permission for my son/daughter to access the internet and use other school ICT systems.
- ✓ I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task;
- ✓ I understand that the school cannot be held responsible for the content of the materials accessed through the internet despite the high level of security and filtering in place;
- ✓ I agree that the school is not liable for any damages arising from use of the internet facilities.

4 I opt-in to agree to these online safety rules:

5 The Home-School Agreement

At St Mary's Catholic Primary School we encourage our children to become willing, independent learners through a trust between the staff, the parents and the wider community. Everybody has the right to expect a welcoming, responsive and well-resourced school that is a pleasure to visit and work in. To achieve this it is essential to have your co-operation: The School will:

- Allow the children to learn within a curriculum that is creative, meaningful and fun.
- Encourage children to do their best at all times by promoting good relationships and a love for learning.

- Not tolerate bullying or harassment of any kind.
- Keep parents/carers informed about school activities through newsletters, texting, telephone and our website — www.stmarys.brighton-hove.sch.uk
- Inform parents/carers of their child's progress.
- Be welcoming and encourage parents/carers to become involved in their child's learning and the whole school community.
- Listen to any of your concerns and suggestions.
- Contact you if there is a problem with your child's attendance or punctuality.
- Let you know if we have any concerns in school that is affecting your child's learning.

The Parents/Carers will:

- See that my child comes to school regularly, arrives on time for registration at 8:50am and is picked up promptly at the end of the school day.
- Contact the school as early as possible on the first day of absence if my child will not be attending for any reason and every day my child is off.
- Tell the school about anything that might affect my child's learning or behaviour.
- Support the school's policy on behaviour, including the Code of Conduct.
- Talk to the Headteacher/Assistant Headteachers/Teachers around any issues they may have about the school – not publicly on social network sites.
- Support the school's Online Safety policy and not deliberately upload or add images, video, sounds or text that could upset or offend any member of the school community.
- Help my child with their home learning and in finding opportunities for learning at home.
- Attend parents' evenings and other discussions about my child's learning
- Ensure that my child comes to school wearing appropriate clothing and with appropriate PE kit.

The Children will:

- Arrive at school in good time and not take unnecessary days off
- Bring everything I need every day, particularly my reading book.
- Do as well as I can in all my learning, at school and at home.
- Wear school uniform and have my PE kit in school.
- Show respect for other people, their property and the school environment.
- Tell a grown up if anyone makes me feel sad or frightened in school.
- Keep our Golden Rule.

We will all:

Work together in a partnership of mutual trust and support.

5	I opt-in to the Home School Agreement and agree to share it with my child:	
6	I understand that I opt-in to other school communications such as Teachers2Parents, Parent Pay and the Online Newsletter by providing my own information. If I wish to opt out of these, I understand that I need to delete the app/online system myself:	

IMAGE/AUDIO/VIDEO CONSENT

REVIEWED ANNUALLY

Signature of Parent/Carer
Please opt-in by signing in each blue section

1 Photographs/Video/Audio Recordings

Without your consent, the school will not use images and videos of your child. Multi-media recordings are becoming an integral part of school life. How we use these recordings is strictly controlled by our school's Online Safety Policy. We may use images in our school's printed publications or on our website. From time to time the media may visit the school or events where our school is taking part. These images never carry the *full name* of the pupil or other personal details – postal addresses, emails or telephone numbers. As a school, we will only use images or video of pupils who are suitably dressed, i.e. It would not be suitable to display an image of a pupil in swimwear.

Please opt-in to the use of various media below:

1a	I opt-in to allow my child's image to be used on the school website. I understand the image may still be seen when my child has left St Mary's Catholic Primary School:	
1b	I opt-in to allow my child's image to be used on the school newsletter which is published online and sent to other parents/carers via Teachers2Parents. I understand the image may still be seen when my child has left St Mary's Catholic Primary School:	
1c	I opt-in to allow my child's image to be used in school displays which will be seen by any visitors to the school. I understand the image may still be seen when my child has left St Mary's Catholic Primary School:	
1d	I opt-in to allow my child's image to be used in school books (other than their own) as evidence of their learning. I understand that these books go to the other child's home at the end of the year:	
1e	I opt-in to allow my child to have an individual photograph by an external company (which I then have the option of purchasing). I understand that my child's name, class and roll number will be shared with this company:	
1f	I opt-in to allow my child to have a class photograph taken by an external company (which I then have the option of purchasing). I understand that my child's name, class and roll number will be shared with this company:	
1g	I opt-in to allow my child to be photographed by the press (national and local) and understand this will appear in publications online and in print:	
1h	I opt-in to allow my child's image to be used in school marketing such as the school prospectus; year books; banners and flyers. I understand these can be viewed by the public at any time. I understand the image may still be seen when my child has left St Mary's Catholic Primary School Primary School:	
1i	I opt-in to allow my child's image to be used on social media including the St Mary's PTA Facebook page. I understand the image may still be seen when my child has left St Mary's Catholic Primary School:	
1j	I opt-in to allow audio recordings of my child in school. I understand these will be used in school for learning purposes and may be played during assemblies or presentations to parents/carers and visitors in school. I understand the recording may still be heard when my child has left St Mary's Catholic Primary School:	
1k	I opt-in to allow video recordings of my child in school. I understand these will be used in school for learning purposes and may be played during assemblies or presentations to parents/carers and visitors in school. I understand the recording may still be seen when my child has left St Mary's Catholic Primary School:	

