

## Mobile phones

All mobile phones need to be on silent or turned off when entering the school so as not to disrupt the learning.

If the device is capable of taking photos or recording videos, please refrain from using these facilities.

School cameras are available if this is necessary as part of a taught lesson.

Parents or carers viewing school performances may take pictures and videos of their child for personal use only. They should not appear on any social network sites.



If you have any concerns about the safety of our children please report directly to one of the Safeguarding Designated Leads



Mrs. J. Westwood  
Executive Headteacher  
Safeguarding Designated Lead



Mrs. J. Manley  
SENDCO  
Safeguarding Designated Lead



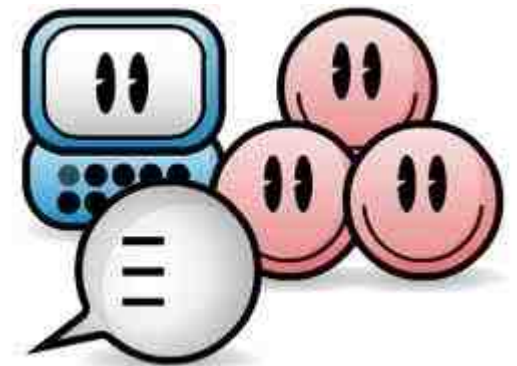
Mrs. T. Fennelly  
Safeguarding Designated Lead



Mr. A. Hawes  
Online Safety Designated Lead



## Online Safety guidance for visitors



Tel: 01926 339138

Email:

[admin2622@welearn365.com](mailto:admin2622@welearn365.com)

## **Staff e-safety agreement**

I understand that the school will monitor my use of the ICT systems, email and other digital communications.

I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.

I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems.

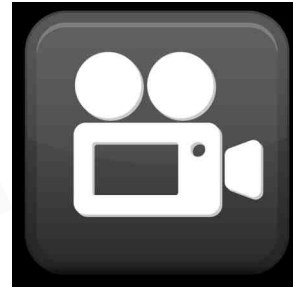
I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.

I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials. property

I will promote e-safety with the students I work with and help them develop a responsible attitude to ICT use.

I will respect copyright and intellectual property rights.

**CHEESE!**



### **Photos & Videos**

All photographs and videos must be taken on school devices and remain on the school site.

Photos and videos can only be taken of those children whose parents have given written permission and should always clearly show the intended learning context.

### **Publishing photos and videos**

Photos and videos taken in school may be published on our Digital Signage and Learning Platform.

No personal information beyond a first name should accompany the published photo or video.

Additional consent should be gained before images are published on our school website as this is accessible to anyone via the internet.

## **Responsible ICT use**

I will only use the schools computers for school work and homelearning.

I will only delete my own files.

I will not look at other peoples files without their permission.

I will only use my login or the class login.

I will not bring files into school without permission.

I will ask permission from a member of staff before using the internet.

I will only e-mail people I know or my teacher has approved.

The messages I send will always be polite and sensible.

I will not open a file unless I have permission or trust who sent it to me.

I will not give out any of my personal information unless a teacher has given permission.

I will never arrange to meet someone I have only spoken to on the internet.