

# Garstang Community Primary School

Oak Road, Garstang, Preston, Lancashire PR3 1HT

Tel 01995 603622

[www.garstangcommunityprimary.co.uk/](http://www.garstangcommunityprimary.co.uk/)



“Growing Together”

## Technology in School

At Garstang Community Primary School we recognise the importance of ICT in education and the needs of pupils to access the benefits which the digital environment can offer. These technologies are powerful tools, which open up new opportunities for everyone and can improve effective learning, stimulate discussion and promote creativity. However, above all, we believe that young people are entitled to safe Internet access at all times.

In light of this, and to stay abreast of the ongoing changes in technology and child protection issues, we have the following agreements that apply to you and your child:

- The Parent / Carer Acceptable Use of Technology
- The Pupil Acceptable Use of Technology – Foundation and Key Stage 1
- The Use of Digital / Video Images

Each of these agreements is attached. Please read each one carefully. Once your child starts school, they will discuss the ‘Pupil Acceptable Use Agreement’ with their teacher.

If you have any questions or concerns about anything in this letter or the attached documents please don’t hesitate to get in touch with us.

Yours faithfully

Mrs Stephanie Reeves

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## Pupil Acceptable Use Agreement – Foundation and Key Stage 1

### (For Information Only)

**This is how we stay safe when we use computers:**

I will ask a teacher or suitable adult if I want to use the computers.

I will only use activities that a teacher or suitable adult has told or allowed me to use.

I will take care of the computer and other equipment.

I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher or suitable adult if I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer.

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## Parent / Carer Acceptable Use of Technology Policy

**The Garstang Community Primary Acceptable Use of Technology Policy is intended to ensure:**

- that young people will be responsible users and stay safe while using the Internet and other digital / communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will ensure that pupils have good access to digital technologies to enhance their learning and will, in return, expect pupils (with the support of parents /carers) to agree to be responsible users.

**By agreeing to the Acceptable Use of Technology Policy you are giving permission for your son / daughter to have access to the internet and to ICT systems for the duration of their time at Garstang Community Primary School and that you:**

1. understand that the school has discussed the Acceptable Use Agreement with your son / daughter and that they have received, or will receive, e-safety education, updated as required to help them understand the importance of safe use of technology and the internet – both in and out of school.
2. understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. You also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the Internet and other mobile technologies.
3. understand that your son's / daughter's activity on the ICT systems will be monitored and that the school will contact parents / carers if they have concerns about any possible breaches of the Acceptable Use of Technology Policy.
4. will encourage your child to adopt safe use of the Internet and digital technologies at home and will inform the school if you have concerns over your child's e-safety.

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## Use of Digital / Video Images Agreement

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.

**By agreeing to the Use of Digital / Video images you are allowing the school to take and use images of your son / daughter and you are agreeing to respect privacy when using digital / video images for the duration of their time at Garstang Community Primary School.**