



**“Guided by Jesus Christ, our teacher, we journey together,
learning to dream, believe and achieve”**

St. Clare’s R.C. Primary School

ICT E-Safety Policy

Definition

Information and Communications Technology has the potential to improve the quality of teaching and learning across the Curriculum. Society is changing and there is an increasing need for a greater level of technological knowledge and awareness amongst the population as a whole. The effective use of ICT will help to produce a population which feels comfortable with the new technology, is able to access life long learning opportunities through the use of ICT and can adapt to the rapid changes in this field.

Aims

In our school we aim to:

- ensure all staff and pupils are confident, competent and independent users of ICT
- motivate and inspire pupils and raise standards
- develop an appreciation of the use of ICT in the context of the wider world
- enrich learning and promote both autonomous study and group work
- develop pupils’ ability to use ICT appropriately and choose software suitable for a particular task
- provide continuity and progression in all of the strands of the Computing National Curriculum
- develop ICT skills through curriculum contexts
- encourage problem-solving and investigative work
- foster group work, sharing and collaboration between peers
- care for and respect equipment
- share resources.

Roles & Responsibilities

The Headteacher is responsible for monitoring the teaching of ICT and the use of the school’s Learning Platform. The finance sub-committee ensures adequate funding is allocated to cover equipment and all necessary contracts. (Ongoing developments)

The Headteacher oversees and co-ordinates the work of staff groups as they complete and/or review each element of the Becta Self Review Framework. The Headteacher, Deputy Headteacher and ICT Co-ordinator meet with the LA ICT Advisory Teacher to moderate the judgements made for each element of the SRF.

There is a designated ICT Co-ordinator who oversees ICT planning within the school. The Co-ordinator is responsible for informing the rest of the staff about new developments and, where appropriate, for organising (and at times providing) appropriate training. The ICT Co-ordinator advises colleagues on managing equipment, software and booklets in the classrooms, but is not expected to act as technician. A central resource area will be maintained and reviewed annually along with other resources for ICT.

The Co-ordinator monitors the curriculum and reports termly to the Governors via the Headteacher's report with regard to the school's development plan. The ICT Co-ordinator liaises closely with the governors who have responsibility for ICT and with the curriculum sub-committee.

The Co-ordinator attends Partnership Meetings and participates in realising the Partnership Development Plan. The Co-ordinator keeps staff informed of developments.

All teachers are responsible for pupil assessment using the appropriate assessment scheme as well as monitoring and responding to issues of e-safety and cyber bullying. Parents will be made aware of any issues arising and any sanctions which may be imposed.

Special Needs & Equal Opportunities

The school recognises the advantages of the use of ICT by pupils with special educational needs. Targets on pupil's IEPs are supported through the use of specific programs e.g. Starspell or Number Shark. In addition to this our school uses ICT to:

- address pupil's individual needs
- increase access to the curriculum
- improve language skills
- make pupils' teaching and learning resources available anytime, anywhere.

Our school promotes positive images of computer use by both girls and boys and by pupils from our diverse multicultural community.

The school promotes equal opportunities for computer usage. The school monitors the level of access to computers in the home environment to ensure no pupils are unduly disadvantaged.

The after school computer club targets pupils who do not have computers at home. (Ongoing development)

Software used in the school is chosen to ensure that it is non-discriminatory and promotes equal opportunities for all users.

All pupils follow the National Curriculum including the development of ICT Capability. In instances where parents express religious or philosophical reservations to the use of ICT, pupils may be allowed to observe the use of ICT rather than being involved in its use themselves.

Our school promotes the participation of parents in ICT and regularly holds events such as Parents' Evenings dedicated to ICT as well as basic skills courses. (Ongoing development) All users of our ICT resources must agree to abide by the Acceptable Use Policy for ICT.

Our school encourages the use of the computer facilities by those in the community who request access to them. The decision to allow access to the facilities is taken by the SMT according to the terms of the school's hiring policy.

General

ICT is taught both as a discrete subject and integrated into all other curriculum areas. ICT is used as a tool to improve learning. All the schemes of work have clear ICT links where skills and techniques are carefully planned. Each subject Co-ordinator has completed an audit of their scheme of work to ensure relevant ICT links have been included. (Scheme - ongoing development)

We aim to provide a broad and balanced curriculum through our long term ICT plans and subject schemes of work. These ensure our pupils are taught a range of skills and techniques in ICT as a discrete subject and as part of work in other curriculum areas.

Pupils have access to the computer suite for a minimum of one hour per week. All pupils have a computer in their classrooms and have access to the ICT suite by arrangement as well as use of Netbooks which are mobile.

All the software used in school is monitored to ensure that its use is non-discriminatory and, where relevant, represents cultural diversity.

Teaching and learning

Our planning operates on three levels to meet the range of our pupils' needs:

- most pupils will learn
- some pupils will progress further and learn
- some pupils will not make so much progress but will achieve.

Planning ensures that a wide range of strategies are employed in order to differentiate ICT tasks. Examples of these are:

- same activity but different outcome
- same theme but different levels of input
- different pace of working
- different groupings of pupils
- developing different modules of work, at different times of the year, for different abilities.

Teachers' planning is reviewed by the ICT Co-ordinator to ensure full coverage of the scheme of work and to ensure staff employ a range of teaching styles to develop pupils' ICT capability. These teaching styles include: group work of mixed and similar ability, individual work, whole class teaching. Teachers' planning will also include opportunities for work away from the computers intended to compliment the ICT activities.

E-Learning Resources

Internet and the Learning Platform

Internet access is planned to enrich and extend learning activities and is part of the statutory curriculum. Pupils are also given access to e-mail facilities and a Learning Platform. (Ongoing development)

Pupils are taught to be critically aware of the materials they read and are shown how to validate information before they accept Internet and its use is supervised. The E-Learning Code of Conduct poster is on display by the computers.

Pupils are taught what is acceptable and what is unacceptable. Pupils are encouraged to report immediately any offensive materials which they may access, to a responsible adult. They are given clear objectives for Internet use. To guard against accidental access to materials which are inappropriate we access the Internet by means of the Mewan/Stmwan which provides an appropriately filtered service. Teachers inform the ICT Co-ordinator immediately should they find offensive material on the Internet. The Co-ordinator will contact the ICT Technician to alert him/her to the offending site and the filters can then be altered accordingly. Pupils are also taught about Intellectual Property Rights and Copyright associated with Internet use.

Our school informs parents that their children will have access to E-Learning resources. This letter contains details about responsible use of these resources which we ask the parents to endorse. It also contains details of the filtering service offered by the Mewan/Stmwan.

All users agree to abide by the E-learning Code of Conduct or Adult AUP and LA policies regarding the use of the E-Learning resources. Staff will have access to the Internet and the Learning Platform for their own personal and professional development. These documents are distributed as follows: AUP for staff in the induction folder, E-learning Code of Conduct for children in the admissions pack, and community users before they have access. The documents form part of the school's hiring policy.

The ICT Co-ordinator and administrative staff ensure that the school web site is regularly updated and maintained and regularly shares useful professional Internet sites with members of staff. The school follows the safety guidelines contained in the Becta E-safety web site (<http://schools.becta.org.uk/index.php?section=is>) – any photographs of pupils used on the school web site will not include the name(s) of pupils and any photographs of pupils included will be in appropriate dress. Parental permission is requested via the E-learning Code of Conduct agreement prior to photographs being displayed.

E-mail

E-mail communication should not be considered private or secure. Teachers' e-mail addresses will remain private; e-mail contact with school is made via the office or a designated curriculum address. Teachers should generally avoid entering into one to one correspondence with parents via e-mail. If parents contact teaching staff directly with a query, teachers will forward the message to the office who will

reply on the teacher's behalf. When e-mail contact with staff has been made through the school office members of staff will discuss an appropriate response with their line manager who may wish to be carbon copied into the reply. The school endeavours to respond to e-mail message from parents within seven days. When staff receive a carbon copy on an e-mail it should be considered for information only; they need not respond.

E-mail messages containing pertinent information about a child's education are printed off and added to the pupil's profile. Other important messages, e.g. complaints and relevant responses, are archived electronically in agreed folders until they are considered irrelevant. E-mail responses to parental messages are only used when considered appropriate and reflect the school's policy on written correspondence to parents. Any matter concerning child welfare and protection is not to be communicated by e-mail.

Teachers are discouraged from using their personal e-mail addresses for school business to protect their privacy. Members of staff may use their school e-mail addresses for appropriate personal use. Parents' e-mail addresses will be sought by letter when families join the school and are primarily used for newsletter dissemination. The school office holds them on record; these are not given out.

Pupils have a class e-mail address which is managed by the class teacher. Pupils are taught about issues relating to e-safety and cyber bullying and understand that sanctions may be imposed if they use the facilities in an inappropriate manner. Pupils are taught to report immediately any offensive messages or if they feel uncomfortable with any messages that they receive. Teachers monitor pupils' use of e-mail.

Pupils are taught to use their e-mail to enhance their education. Inappropriate messages bounced to the filter master are investigated immediately. Sanctions are generally in line with the school disciplinary code but loss of service will be a sanction for repeat offenders. Inappropriate messages or attachments arriving in school are forwarded to the ICT Co-ordinator for investigation. If considered necessary parents and the head may be informed.

The following disclaimer is added to all of our outgoing e-mails:

This e-mail and any attachments are intended only for the recipients listed. If it has come to you in error please delete it and let us know. This message and its attachments have been scanned for viruses but we cannot guarantee them to be virus free.

Assessment

Assessment of ICT will take place within each curriculum area. Clear learning objectives both in ICT and subject context will support the focus of assessed activities. Each strand of ICT is formally assessed, levelled and annotated for each pupil over a two year period. The level awarded is numerical with a letter to indicate whether the child is just working at that level or consolidating, for example 3c or 5a. Pupil achievement is recorded in the ICT record.

Individual pupil records, with evidence, are kept in a pupil file or within the context of subject work, files or books. All pupils are encouraged to maintain their own e-portfolio within the Learning Platform.
(ongoing)

Reporting & Recording

Parents receive an annual written report on their child's progress in ICT, included within the children's school report. In addition to this, our school provides verbal feedback on their progress during parent consultations.

Monitoring, Evaluation and Review

The Co-ordinator monitors ICT planning each term and provides written feedback to subject co-ordinators. This ensures the scheme of work is implemented and all strands are planned for. In addition to this, the ICT Co-ordinator monitors teaching and children's work on a rotational basis and copies the written feedback to both the class teacher and the designated person from SMT. (Ongoing developments)

The Governors are kept informed of the Co-ordinator's work through termly reports in the Headteacher's report to the Governors.

The scheme of work is reviewed and updated on an annual basis to ensure it reflects good practice. The scheme of work provides sufficient detail to ensure all pupils receive a consistent experience in ICT.

A member of SMT monitors two ICT lessons each half term to ensure that all classes are monitored annually.

All teachers are expected to have high expectations for all pupils. When monitoring ICT planning, teaching and learning due consideration is given to issues of gender and ethnicity to ensure that all pupils' experiences with ICT are positive.

Resource Management

Human

The Computing curriculum will provide the main focus of at least three staff meetings per year. This may include: introduction of software, training for ICT, whole school support in planning for ICT, sharing pupil's work, moderation of pupil's work, development of the ICT portfolio or sharing ideas of good practice.

Staff attend courses run by the Local Authority ICT Advisory Team. Opportunities for training are offered wherever possible, to meet whole school needs as well as those

of individual teachers. These needs may be identified as a result of monitoring or performance management reviews.

As part of Continuing Professional Development all staff are encouraged to improve necessary skills and techniques, and take up training opportunities such as the European Computer Driving Licence for Educators (ECDL) to develop ICT competences in the classroom linked to other curriculum areas.

Our staff have the advantage of using the Internet and Learning Platform for their own professional development by access to national developments, educational materials and good curriculum practice.

Our staff sign a declaration on school letter-headed paper declaring that any computer equipment e.g. Laptops, provided by the school for their use at home has been and will be used only for business purposes, and that any private use will be insignificant and incidental.

Technical

Any faults with the computers are reported to the ICT Co-ordinator and also electronically logged and sent to the technician via St. Clare's helpdesk installed on all staff computers/laptops. The school technician will endeavour to respond on his next visit to the school.

The ICT Co-ordinator keeps a log of faults occurring to help with future replacement decisions and with discussions with repair technicians.

The ICT Co-ordinator has compiled a box file that contains details of programs as well as technical tips. This can be found in the ICT suite. The ICT Co-ordinator shares new tips and documents as part of staff meetings as applicable.

The ICT Co-ordinator is responsible for ensuring the weekly backing up of the curriculum network server is in place. The server backs up automatically each week.

Hardware

The school has a suite of Internet linked computers, named and labelled for ease of identification, with printers attached. Staff book their class into the computer suite on a weekly basis. The suite is equipped with a projector and whiteboard. There are Interactive whiteboards set up for teaching in all classrooms.

The school also has a laptop trolley with laptop computers which are available for classroom use (Netbooks). All members of the teaching staff have a laptop for use at home and school.

The school has a pupil to computer ratio of 1:5.

Replacement of hardware is part of a lease arrangement. This allows equipment to be replaced as necessary. An annual review of needs is made so that a systematic updating of equipment is implemented.

All computers are password protected for the relevant user groups. User names and passwords are set up by the ICT Co-ordinator and technician and allocated to users in readiness for the beginning of term.

Maintenance contracts are filed in the office. Copies of these are held in the ICT Co-ordinator's file and the technician's file.

Teachers must not leave laptops or any other portable ICT equipment unattended in classrooms, cars or any other place where the equipment could be stolen. Laptops purchased under the Laptops for Teachers scheme belong to the school and teachers to whom they have been allocated must not allow them to be used by any unauthorised individual, including family members.

Software

The ICT Co-ordinator and technician are responsible for ensuring that the automatic updating of anti-virus software is operating efficiently by checking at least monthly.

Staff are made aware of new software through the in staff meetings.

New software is purchased only after evaluation, whenever possible, to ensure that it fits the purpose for which it is intended and that it is non-discriminatory.

Licences are kept together in a Licence file.

Staff and pupils are not permitted to use software from external sources without authorisation.

Security

The school has an alarm system installed throughout. The computer suites are made secure at night as part of the school caretaker's daily routine.

Computers, televisions and videos are all security marked with the school postcode.

Each computer system is accessed through a password system providing security against unauthorised access to the management system.

Health and Safety

All pupils receive introductory sessions in the network room dealing with Health and Safety issues. These include showing pupils the correct keyboard and seating position. Pupils also receive instruction on the correct procedure for using a mouse and are regularly reminded not to look directly into the projector beam when using the interactive whiteboard.

When using the ICT technology all staff will make a visual check of equipment specifically to ensure that:

- a fire extinguisher suitable for electrical fires is in place and undamaged
- there are no trailing cables or leads which could constitute a health hazard
- there are no damaged chairs or other faulty and/or potentially hazardous equipment

Lessons involving the use of ICT should be structured to ensure that there are periodic breaks where pupils' attention is directed away from the monitor to a distant object such as the teacher or interactive whiteboard.

Computers located in classrooms are positioned, wherever possible, away from light reflection and glare. The optimum position is at right angles to the natural source of light.

There are posters displayed in the network room reminding pupils of the correct seating and keyboard position and these issues are regularly monitored by staff.

All equipment is checked annually under the Electricity at Work Regulation 1989. A detailed inventory is kept up to date by the bursar who ensures all equipment is checked. New equipment is added to the inventory on arrival.

The Health and Safety at Work Act (1 January 1993), European Directive deals with requirements for computer positioning and quality of screens. This directive is followed for all administration staff. Whilst this legislation only applies to people at work we seek to provide conditions which meet these requirements for all users.

Management Information Systems

By developing its use of electronic Systems Information Management (SIMs), e.g. Assessment Manager and the SENCO module, the school saves teachers' time, whilst providing effective electronic availability of individual pupil tracking data, both within school and at transfer at the end of Key Stage.

SIMs also enables us to track and transfer records for "nomadic" pupils with greater ease. The bursar and assessment Co-ordinator update the SIMs in conjunction with the Heads of year groups.

The office network is supported by a next day contract with Capita.

All teaching staff have read only access to Assessment Manager and the SENCO module. Only the two trained members of staff have authority and access rights to input or alter the data.

The Co-ordinator and bursar attend all assessment INSET to keep abreast of the rapid changes within this field.

Signed by ICT Co-ordinator:

Signed by Head Teacher V. Jones

Date:

Acceptable Use Policy

The Acceptable Use Policy: All adults working in school

All adults working with ICT equipment in Manchester schools must ensure that they have read and agree to abide by the Acceptable Use Policy.

This downloadable document should be included in the staff handbook.

Here is a summary of some of the main points:

For personal use:

- Do not give anyone access to your login name or password.
- Do not open other people's files without express permission. Do not corrupt, interfere with or destroy any other user's information.
- Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any colleague or pupil over the Internet.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Use of school Internet access for business, profit, advertising or political purposes is strictly forbidden.
- Users should log out and close their browser when their session has finished.

Personal E-mail

- Follow school guidelines contained in the ICT policy for the use of e-mail.
- Observe *netiquette* on all occasions. E-mail should not be considered a private medium of communication.
- Do not include offensive or abusive language in your messages or any language which could be considered defamatory, obscene, menacing or illegal. Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority. You should be aware that all e-mail is automatically monitored.
- Make sure nothing in the messages could be interpreted as libellous.
- Do not send any message which is likely to cause annoyance, inconvenience or needless anxiety.
- Do not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes.

When using the Internet, Learning Platform or e-mail with children

- Remind children of the rules for using the Internet, the Learning Platform or e-mail.
- Watch for accidental access to inappropriate materials and report the offending site to the ICT Service Desk – ict.servicedesk@oxfordshire.gov.uk or telephone 0845 052 1000.
- Be aware of issues relating to cyber bullying and watch for evidence of any distress caused by the use of ICT and investigate its cause.
- Check before publishing children's work; make sure that you have parental permission.
- Ensure children cannot be identified from photographs and ensure that children do not use any personal photographs on their personal homepage on the Learning Platform.
- Be aware of issues relating to e-safety and cyber bullying and watch for evidence of any distress caused and investigate the reasons behind such distress.
- Report any breaches of the school's Internet policy to the Headteacher.

School Headed Paper

Pupil's Name _____ Date _____

E-Learning Code of Conduct

Dear Parent/Guardian,

As part of our curriculum we encourage pupils to make use of educational resources available on the Internet. We also provide pupils with access to a Learning Platform. Access to the Internet enables pupils to conduct research and obtain high quality educational resources from libraries, museums, galleries and other information sources from around the world. Access to the Learning Platform provides all pupils with an online, personal storage area as well as access to online learning resources which are available anytime, anywhere.

To guard against accidental access to materials which are inappropriate in school, schools access the Internet and the Learning Platform by means of the MEWAN/STMWAN which provides an appropriately filtered service. However, it is not possible to provide a 100% assurance that pupils might not accidentally come across material which would be inappropriate.

Therefore, before they access the Internet and the Learning Platform we would like all pupils to discuss the attached E-Learning Code of Conduct with their parents/guardians and then return the signed form to the school office.

We believe that the educational benefits to pupils from access to the Internet and the Learning Platform, in the form of information resources and opportunities for collaboration, far outweigh the potential disadvantages.

During lesson time teachers will guide pupils toward specific materials and educational resources. Where pupils are given permission to access the Internet and the Learning Platform outside lessons they must agree to access only those sites that are appropriate for use in school and use the e-learning resources appropriately.

Yours sincerely

E-LEARNING CODE OF CONDUCT

This code of conduct applies at all times, in and out of school hours, whilst using school equipment.

Internet, e-mail and access to a Learning Platform will be provided for you to conduct research, communicate with others and access your personal on-line storage space as well as learning resources but only on the understanding that you agree to follow this code. This code of conduct is not intended to be exhaustive. At all times you should use e-Learning resources in an appropriate and responsible manner.

THE CODE

You should:

- Only access sites which are appropriate for use in school. *This also applies outside lesson time*
 - Be aware that your actions on the Internet, when using e-mail and in the Learning Platform can be seen and monitored
 - Be aware that information on an Internet web site may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it
 - Be careful of what you say to others and how you say it. *Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or communicate with on the Internet. Never arrange to meet strangers who approach you whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not have your best interests at heart*
 - Treat others as they would expect to be treated, *e.g. show respect and be polite. Remember that something that may seem like a joke to you could upset someone else.*
 - Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet, e-mail or the Learning Platform
 - Respect copyright and trademarks. *You cannot use the words or pictures that you see on an Internet site without giving credit to the person who produced the information originally. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.*
- Check with a teacher before:
- * sending e-mail
 - * downloading files
 - * completing questionnaires or subscription forms
 - * opening e-mail attachments

You should not:

- Send, access, store or display offensive or upsetting messages or pictures
- Use or send bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority
- Intentionally waste resources

Please note:

You should always log out and close your browser when your session has finished.

User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved: certain activities may constitute a criminal offence.

Copyright Release

This school may produce printed publications and/or a school web site which may include examples of pupil's work and/or photographs of pupils. No child's work will ever be used without his/her permission and we take the issue of child safety very seriously which includes the use of images of pupils. Including images of pupils in school publications and on the school website can be highly motivating for the pupils involved, and provides a good opportunity to promote the work of the school. However, schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to the school publishing their children's work and to the taking and using of photographs and images of their children subject to strict confidentiality of personal information. (This can be changed at any time; just see the Headteacher or ICT Co-ordinator).

Digital Video

Digital video is an exciting medium which can motivate and inspire pupils. Research has shown that using digital video in education can help encourage creativity, motivate and enthuse pupils, and improve communication and team-working skills.





At St. Clare's R.C. Primary School, we intend to use digital video as part of our learning and teaching and for the recording of school productions and events.

We ask that parents consent to their child taking part in the production of digital video, and/or appearing in films.





Whereas the risks of using digital video in education are minimal, schools have a duty of care towards pupils. This means that pupils will remain unidentifiable, reducing the risk of inappropriate contact, if images or examples of their work (including digital video) are used on the school website. All digital video work at St. Clare's R.C. Primary School is underpinned by our acceptable use and internet safety policies.

E-LEARNING CODE OF CONDUCT – YOUNG USERS

You should:

-  Always follow the instructions of your teacher.
-  Keep your username and password secret.
-  Always be nice and polite when you send messages to other users.
-  Always tell your teacher if you see, hear or read anything which makes you feel uncomfortable while using the computer.

You should not:

-  Send anyone a message which is not nice.
-  **Use bad language in a message.**
-  Use any other person's work or e-mail.
-  Tell a stranger any of the following information:
 - your name
 - your home address
 - your telephone number
 - any other personal information about yourself or any of your friends

When you are finished using a computer you should always close it down properly following your teacher's instructions.

E-LEARNING CODE OF CONDUCT

Pupil: _____ Class _____ Date _____

My parents and I have read the E-Learning Code of Conduct and I agree to follow it.

Pupil Signature _____ Date _____

Parent:

As parent or guardian, I have read, discussed and explained the E-Learning Code of Conduct to my son/daughter. I understand that if he/she fails to follow this code, his/her individual access may be withdrawn and I will be informed.

Parent/Guardian Signature _____ Date _____

Permission and Copyright Release

I consent to photographs and digital images of the child named above, appearing in printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed by other media, such as CD-ROM, as part of the promotional activities of the school.

I also consent to examples of my child’s work being published on the school web site or in other media, subject to strict confidentiality of personal information.

Parent/Guardian Signature _____ Date _____

Digital Video

I consent to my child taking part in St. Clare’s R.C. Primary School’s projects using digital video. I consent to my child taking part in the production of digital videos and appearing in films. I understand that films may be made available on the school website or used in other school promotional activities.

Parent/Guardian Signature _____ Date _____

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Approved by the Governing Body.

Signed by: *W. Ryan* W. Ryan, Chair of Governors

Date: 23rd January 2017

Date for Review: 23rd January 2019