



Hollies Pupil Referral Unit



Photography and Video Consent Form

DETAILS OF STUDENT

Student Surname	
Student Forename	
Name of Parent Carer	

Please note: wherever photographs are mentioned in this document, this should be read to include still, video and electronic images.

A copy of the School's Code of Practice is printed on the reverse of this form.

The school confirms that it shall only use photographs of your child in line with its Code of Practice and in order to demonstrate or promote activities relating to the schools curricular and extra-curricular provision.

Instances listed below where your child's photographs may be used.

In school materials aimed at the school community
On the school website
In LA materials
On the LA website
In media coverage of the school

I, the parent carer of _____, **do not give permission** for my son / daughter to be photographed or filmed by the Hollies PRU for the purposes mentioned above.

Signed

Date

NB – You only need to sign the above if you do not wish your son / daughter to be photographed or filmed

PHOTOGRAPHS - CODE OF CONDUCT

This Code of Conduct specifies the manner in which Hollies PRU will utilise photographs of students.

We will:

- Not use images of students without the written consent of a parent/carer
- Primarily use photographs of pupils as part of a group, unless recognising individual achievement
- Not use photographs of pupils in unsuitable attire e.g. swimwear
- Where photographs are required for specific publicity e.g. press releases/prospectus we will endeavour to contact parents as a matter of courtesy to confirm permission
- Not continue to use images in future publications to which we receive a parent/carer(s) written objections
- Not reveal within the image personal details, such as a pupil's name and age in school publications or press releases without parental permission
- Not use close up pictures of pupils that will be available on line

Hollies School

Acceptable Use of the Internet Policy

Safe use of the Internet and related technologies is important both to staff and parents. School's providing access to the Internet, email and other services must have systems in place to ensure pupils use the technology safely, access only appropriate materials, and protect both themselves and the PRU's facilities from possible risks.

It is important that there is a balance between the desirability of fully exploiting the vast educational potential of Internet resources for learning and communication and safeguarding against risks and unacceptable activity.

The Headteacher is responsible for ensuring that practices and procedures in the safe and secure use of the Internet and related technologies stated in this policy are implemented. These should also be firmly embedded within the School's ICT policy and, if appropriate, the ICT Development Plan. Staff, pupils and parents/carers must be made aware of them.

Aims of the Acceptable Use Policy

- To allow users to access and use the Internet for educational purposes.
- To provide a mechanism by which pupils are protected from sites, information, and individuals which could compromise their safety or put them at risk.
- To provide rules which are consistent with the Data Protection Act.
- To provide rules which are consistent with the acceptable procedures commonly used on the Internet, including those associated with 'netiquette'.

Legal considerations

Certain behaviour is clearly illegal such as using a computer to perpetrate credit card fraud, to spread viruses, to hack into other computers, or to download copyrighted materials. Such issues are covered by the Computer Misuse Act (1990), the Data Protection Act (1998) and copyright legislation.

Protecting Resources

In order to protect the resources of the School, anti-virus software must be installed on all computers and regularly updated. Pupils should not be allowed to open any unsolicited email attachments or independently load any software, including screensavers, onto computers.

Appropriate use of the Internet

The Internet and other ICT facilities are to be used strictly for educational and curriculum related purposes. On-line chat rooms and on-line games should not be accessed. Downloading of material is only acceptable when permission is sought from a member of staff and that member of staff is confident that it is not subject to copyright laws.

Protecting Pupils

The Headteacher must determine measures they will take to protect pupils when they are using the Internet, email and other ICT facilities.

It is essential that parents/carers are made aware of the Acceptable Use Policy (AUP) and that they sign an agreement with the School as an acceptance of the terms by which the School provides their child with access to the Internet and permission for their child to use it. Without this permission, pupils must not have access to the Internet.

The Hollies Pupil Referral Unit E-Safety

Responsible Internet Use – Students

The computer system is owned by the Hollies Pupil Referral Unit. This responsible Internet Use statement helps protect students and the PRU by clearly stating what use of the computer resources is acceptable and what is not.

- I will only use my own network login and password which will be kept secret
- I will only look at and delete my own files
- I understand that I must not bring software into school without permission
- I am responsible for e-mail that I send and for contacts made. I will only send messages which are polite, sensible and free from unsuitable language. I will ensure that they are carefully written. I will not send any attachments which are hurtful, abusive or offensive.
- I will not play any games on the network.
- If I receive anything, see anything or come across a website which is unsuitable then I will tell my teacher, tutor or Bursar immediately.
- I understand that I must never give my home address or phone number or arrange to meet someone who contacts me over the internet
- I will not send anonymous messages and I know that chain letters are not permitted.
- I understand that serious or illegal misuse of the PRU's ICT systems or social media websites may result in criminal proceedings.
- I will respect the security of the ICT system; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- I will acknowledge any work that I copy from the Internet or CD-ROM and so on is not my own work.
- I understand that if I deliberately break these rules, I will not be allowed to use the Internet and/or e-mail and that my parents will be informed.
- I will not use the internet, e-mail or social media to undertake any form of cyber bullying or make any unsuitable comments about any member of the PRU's community

If I am a victim of any e – based bullying in or out of the PRU, receive any inappropriate material or have any other concerns I can contact the deputy Head Teacher – Mr Price or the Child Protection Officer – Miss A Morris.

The PRU will exercise its right to monitor the use of the school's computer systems. This will include access to websites, the interception of e-mail and the deletion of inappropriate material. The PRU will report any misuse of social media sites to the relevant authorities.

Signed (student) _____

There have been numerous examples recently in the press of parents across the country using the Internet and social media to make inappropriate comments about their children's educational provision, teachers and fellow students. In signing this acceptable user policy, I/we agree to support the school by not engaging in such activity

Signed (parent) _____

Signed (on behalf of the school) _____