



St
Charles

CATHOLIC PRIMARY SCHOOL

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10th October 2022

Dear Parents and Carers,

Updating Personal Information and Consent for use of the internet, photographs and social media

As part of our safeguarding and data protection processes, it is essential that we hold up-to-date information about you and your children. In the past we have done this by issuing you with a paper printout of the information we hold for you to update.

Last year, we launched the easy-to-use ParentLite app which allows you to update the details we hold more quickly and conveniently.

One of the sections on ParentLite deals with consent. We need your explicit consent for the following:

- for your child to be able to use the internet while at school for educational purposes,
- for us to take photographs and videos of your son or daughter for use in school, on the website and to promote the school,
- for us to use images of your child and their work on social media.

It is important that we hold this consent for every child in the school.

Therefore, could we ask that you log into your ParentLite account and update the consent section by **Wednesday 19th October at the latest**. You may review and update any other details at the same time.

Please contact the office if you have any difficulty accessing ParentLite.

If you have any questions, do not hesitate to contact the school.

On the reverse of this letter, you have further information, which explains further element to which you are consenting.

Yours sincerely,

Tony Lynch

Head of School

Love God Love Your Neighbour

Permission to use the Internet

As the parent or legal guardian of your child, you will be asked to give permission for your daughter or son to have access to use the Internet, LGfL e-mail (KS2) and other ICT facilities at school as part of their learning.

By giving consent, you will be accepting that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies and that you understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching e-safety skills to pupils.

You will also be agreeing that the school can check your child's computer files, and the Internet sites they visit and that if we have concerns about their e-safety or e-behaviour that we will contact you. You will agree to support the school by promoting safe use of the Internet and digital technology at home and will inform the school if you have any concerns over your child's e-safety.

Use of digital images – including St Charles social media accounts.

By giving consent, you are agreeing to allow the school to use photographs of your child or including them in video / video conferencing material, as described in the document 'Use of digital images - photography and video' (See below). You will be accepting that images / video will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose. This includes the St Charles website and the school's Twitter and other social media accounts. You will be confirming that you understand that images may be used for up to 5 years after your child has left the School (School displays, website, etc).

Sharing Images of Pupils on Social Media Networks.

By giving consent, you will confirm that you understand that whilst you may take photographs/videos of your own child during School gatherings, such as assemblies, you cannot post any images on any social media if they include the image of another pupil. (Which inevitably they will!)

Sexual Education

By giving consent, you are giving permission for your child to take part in the Relationships and Sexual Education Curriculum.

Parent Lite may also ask for permission for school visits, copyright and data exchange. We will not be using these options. If we are planning a school visit, we will ask for specific permission from you.

Use of digital images - photography and video

Below you can find details of how we may use digital images of your child. This is for your reference.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son. We follow the following rules for any external use of digital images:

- If the pupil is named, we avoid using their photograph.
- If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils are not referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staffs are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity; e.g. photographing children at work and then sharing the pictures on the class Interactive Whiteboard allowing children to see their work and make improvements.
- Your child's image used in display / presentation around the school; e.g. in school wall displays and school PowerPoint® presentations.
- Your child taking part in a timed video conferencing learning activity set-up through the London Grid for Learning 'closed and secure' system. e.g. part of a small group or class video conference with other school(s).
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, this includes the School's Twitter account e.g. within a CDROM / DVD / video conference, a presentation or a document; in our school prospectus; on our school website. In rare events, your child's picture could appear in the media if a newspaper photographer or television film crew attend an event.
- If we continue to video school assemblies, we will only make these available for a limited time (usually 2 weeks) through the school's Youtube page, which is unlisted. The only way that the recordings will be accessible is the link the school will make available to you.

Note: If we, or you, actually want your child's image linked to their name we will contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.