

## **PERMISSIONS AND CONSENTS**

All of our consents are on Arbor. You can either **give** or **decline** consent by following the below steps:

We have added 'TYPE OF CONSENT' as a parental consent on Arbor. You will find this by following the below instructions:

- Go on to the Arbor App / Parent Portal
- On your child's home page, under notices, you will see 'TYPE OF CONSENT'
- Click in to this and from here you can either 'give' or 'decline' consent

Each of the consents below will be showing on your child's Arbor page. **Please provide a consent for all requested consents.**

You can withdraw / change your consent at any time, by contacting the school office.

### **GROUP AND INDIVIDUAL PHOTOS TAKEN BY AN EXTERNAL PHOTOGRAPHER**

During each academic year we arrange for an external photographer to visit the school to take group (e.g. class, team, year) and individual photographs which will be offered to parents to purchase.

To comply with data protection legislation, the photographer needs permission before photographs of your child can be taken.

1. Are you happy for your child to have their **individual portrait photograph** taken by an external photographer and for the school to provide the photographer with your child's name?
2. Are you happy for your child to appear in a **group photograph** (e.g. team, class, year) taken by an external photographer and for school to provide the photographer with your child's name?

### **Publishing Pupil's Work and Photographs on the Website / In the Media**

Occasionally we may take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website and VLE.

From time to time our school may be visited by the media who will take photographs or film footage of a visitor or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

We follow guidance issued by the Government and our own common sense judgement in presenting information on our own website. Websites can celebrate pupils' work, promote the school and publish resources for projects. Still and moving images and sounds add liveliness and interest to a publication, particularly when pupils can be included. Nevertheless, the security of staff and pupils is paramount, so the school follows these rules:

- Media that include pupils will be selected carefully
- The pupils will primarily be selected to show the context of the work they are doing
- Pupils full names will not be used anywhere on the school website or VLE.

If you would like to read our Online Safety policy, please visit the school website, alternatively request a hard copy from the school office.

1. May we use your child's photograph in **printed publications** that we produce for promotional purposes or on project display boards?
2. May we use your child's photograph in our **school newsletter** which is distributed to parents and our local community and is uploaded to our school website?
3. May we use your child's image on our website and **Virtual Learning Environment (VLE)**?
4. May we record your child's image on **video or webcam**?
5. Are you happy for your child to appear in the **media**?

Please note that websites can be viewed throughout the world and not just the United Kingdom where UK law applies. Neither you nor the school will have control over how those images are further used.



### **Conditions of use**

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image or video, on our website, in our school prospectus or newsletter or any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text we will not use a photograph of that child to accompany the article without good reason (see 3, above)
5. We will not include personal e-mail or postal addresses, or telephone numbers in videos, on our website, on social media or in printed/electronic publications/newsletters.
6. We may include pictures of pupils and teachers that have been drawn by the pupils
7. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

## Responsible Internet Use Agreement

As part of our Computing curriculum, we are pleased to offer our pupils access to the Internet.

*Before they are allowed to use the Internet in school we would like your child to read through the Responsible Internet Use Agreement with you*

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. The school has a duty to provide our pupils with quality Internet access as part of their learning experience. Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

The school will work with the LEA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved. To guard against access to inappropriate material we use a filtering system provided by Hampshire County Council. In addition, teachers have a duty to research and monitor areas they are intending to cover prior to use with pupils.

However unlikely, it is not impossible that children may access inappropriate material. We believe that the benefits to children from using the Internet, in the form of information resources and opportunities for collaboration, far outweigh the disadvantages.

## Internet Access

**When I use the school's ICT systems (like computers) and get onto the internet in school I will:**

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
  - I select a website by mistake
  - I receive messages from people I don't know
  - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- Be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

## Film Consent

Over the course of the year we will be showing feature films, shorts and clips from films to support our teaching. All films will be suitable for children and will have been checked by teachers to make sure they are appropriate for the children in each particular class.

Most films will be classified as U or PG or will be suitable for children within the primary age range. In cases where teachers wish to show an age restricted recording to under aged persons (a 12 rated film to Year 6 pupils for example) separate permission will be sought.

## Online Payment/Receipting System (Arbor)

This is a payment system we use that gives parents more choice in how to pay for school expenses - trips, dinner money, uniform, revision guides, residential and the rest. With our system you can opt to pay online by debit, credit card or apple/google pay

- Once your child is set up on our Arbor system, we will send you information on how to get set up on our Arbor payments system
- Extends payment options for parents including payment with debit, credit card and apple/google pay
- Allows parents to see what they have already paid for online and in school.

The school uses the pupil name, address, class and UPN to set the account. Please complete the form below if you are happy for us to set up an account your child.

## Tapestry Access

At Sparsholt C of E Primary School we use Tapestry to record observations, comments, photos and record progress across the Early Years Foundation Stage via a Learning Journey of your child; this compliments other forms of observing and assessing already in place. We would like to share the Tapestry Learning Journal with you; however, we need some information and your consent in order to do this. Once we have received this you will be able to access your child's Learning Journey from a computer via <https://tapestryjournal.com> or by using the 'Tapestry' App on mobile devices.

Tapestry Online Journal is compliant with GDPR. Tapestry are headquartered in the UK and all processing and storage of data happens within the EU.

### ***What data is placed in Tapestry?***

The school controls the data placed in the Tapestry Learning Journal. We can add text, pictures and videos; we can delete and edit if required, and data on any child will be removed once they leave Reception Year. Some of the photographs show children interacting in group play or activities with peers, we kindly request these photos are for your own viewing in Tapestry Learning Journal and not shared publicly or uploaded onto any social media websites.

Once we have received the signed user agreement, your email address and consent, you will be given the login details and user guide to access your child's Learning Journal. You will be prompted to set up your own secure password.

## GDPR and Consents

**Contact Updates** - please keep us informed of any changes to your contact details and emergency contacts.

*Please be assured we will only use the contact details you have given us for the services described and you can withdraw from any of these services at any time. Contact the school office for more information.*

*The GDPR requires consent to be freely given, specific, informed and unambiguous.*

*Written consent from parents will remain with the pupil's file at Sparsholt Primary School and will be destroyed once the child leaves the school. Online records will be deleted either when the child leaves Sparsholt Primary School or when the online service contract expires (whichever is soonest).*

You have the right to amend or withdraw consent to any of the services listed below at any time

- *amend consent* - by emailing the school office: [adminoffice@sparsholt.hants.sch.uk](mailto:adminoffice@sparsholt.hants.sch.uk)
- or, if you wish to *withdraw consent from any service in future*, by emailing the school office: [adminoffice@sparsholt.hants.sch.uk](mailto:adminoffice@sparsholt.hants.sch.uk)

Please note we have already been in contact with the listed service suppliers and have received confirmation they meet GDPR legislation.