

English Martyrs' Catholic Primary School
Online Safety Policy

Parent/Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open new opportunities for everyone. They can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This acceptable use policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other 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 online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that learners have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. A copy of the learner acceptable use agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent/Carers Name:

Learner Name:

As the parent/carers of the above learners, I give permission for my son/daughter to have access to the digital technologies at school.

I understand that the school has discussed the acceptable use agreement with my son/daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I 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 systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using devices.

I understand that my son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of digital technologies at home and will inform the school if I have concerns over my child's online safety.

English Martyrs' Catholic Primary School
Online Safety Policy

This form (electronic or printed)
Who will have access to this form. School staff only
Where this form will be stored. In the child's personal file in the main office
How long this form will be stored for. For the duration of the child's time at English Martyrs' Catholic Primary School
How this form will be destroyed. Shredded

Signed:

Date:

English Martyrs' Catholic Primary School

Online Safety Policy

Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Learners and members of staff may 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. Where an image is publicly shared by any means, your child's name will be not used.

The school will comply with the Data Protection Act and request parent's/carer's 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 learners in the digital/video images.

Parents/carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents/carers to agree.

This form (electronic or printed)	The images
Who will have access to this form. School staff only	Where the images may be published. Such e.g., Social Media, website, local press, etc. (see relevant section of form below)
Where this form will be stored. In the child's personal file in the main office	Who will have access to the images. School staff, unless otherwise agreed
How long this form will be stored for. For the duration of the child's time at English Martyrs' Catholic Primary School	Where the images will be stored and for how long 1 academic year On school devices, password protected
How this form will be destroyed. Shredded	How the images will be destroyed. Deletion off device.
This form (electronic or printed)	How a request for deletion of the images can be made. In writing to head@englishmartyrs.lancs.sch.uk

English Martyrs' Catholic Primary School
Online Safety Policy

Digital/Video Images Permission Form

Parent/Carers Name:_____Learner Name:_____

As the parent/carer of the above learner, I agree to the school taking digital/video images of my child/children.	Yes/No
I agree to these images being used:	
to support learning activities.	Yes/No
in publicity that reasonably celebrates success and promotes the work of the school.	Yes/No
on the school website and social media platforms (X, Facebook, Instagram)	Yes/No
I agree that if I take digital or video images at, or of school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.	Yes/No

Signed: _____

Date: _____

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Every effort has been made to ensure that the information included in this document is accurate, as at the date of publication in April 2026. However, SWGfL cannot guarantee its accuracy, nor can it accept liability in respect of the use of the material.