

Abbotskerswell Primary School

Slade Lane, Abbotskerswell, Newton Abbot, Devon, TQ12 5NS

Tel: (01626) 353605 Email: admin@abbotskerswell-primary.devon.sch.uk

Website: www.abbotskerswell-primary.devon.sch.uk

Digital Media: Conditions of Use

September 2015

Dear Parents and Carers,

Attached to this letter is a consent form regarding the use of your child's '**digital media**' at Abbotskerswell Primary School. The term 'digital media' includes photographs, video and sound. This consent form will last for the **entire** time that your child attends this school and also once they have **left**.

In an ever changing technological world the school would like to stay current with its online presence. We have a Facebook page, Twitter account and Google+ page which we already use to post updates, reminders and links to new information that has been added to the school website. The school has its own Flickr and Vimeo account which we would like to use in conjunction with our school website to share the learning and achievements of our pupils. Using digital media accounts like Flickr and Vimeo will allow us to keep photos, videos and sound clips available for many years to come.

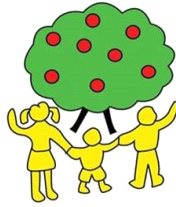
All school online accounts and profiles are monitored and have as many restrictions as possible put in place. If at anytime you see any problems when viewing digital media on our online accounts please contact the school as soon as possible. You can do this immediately by using the relevant contact form on the **contacts page** of the school website.

Please read the following 'conditions of use' and then complete the attached consent form and return to school as soon as possible. Thank you.

Conditions of use regarding digital media at Abbotskerswell Primary School:

- We will not use your child's digital media for any purpose if it would prejudice the interests of your child.
- We will only use digital media of pupils who are suitably dressed in a school uniform or PE kit and will avoid taking digital media of pupils in swimming costumes, except in appropriate circumstances, for example, a swimming event.
- We will only use the minimum amount of personal information about your child on our school website or publications, such as their first name, school name and possibly year group. We will avoid using full names on most occasions; exceptions may include newspapers, Abbtalk and television companies who may request surnames or when publishing recordings of school plays within school. We will not reveal personal e-mail addresses, home telephone numbers or home addresses.
- We will keep your child's personal information secure.
- We will keep your child's digital media secure within school.
- We will do our best to ensure all digital media is safe on our online accounts. For each online account we will disable as many features as we possibly can, for example, leaving comments, options for downloading or sharing digital media. Please note that each online account provide different levels of restrictions.
- We will not post children's names on any of our online social media or digital media accounts (only directly on our school website where appropriate).
- We will not post digital media directly onto social media accounts such as Facebook, Twitter and Google+, but we will post links to view them via these social media accounts.
- We will not use your child's digital media for any reason other than those stated, unless we have a legal obligation or power, or have received consent from you.
- We will have the most up to date 'conditions of use' available to read on our school website. This will allow you to keep up to date with any changes we make in the future and for your own reference.

Please see **Mr Lawrence** if you would like to discuss any of the above detail or contents of the consent form.



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Consent Form: Digital Media

Child Information:

Name of Child		Date of Birth	
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Please **only** tick **Yes/No** to give/not give consent for the following statements in conjunction with our 'Conditions of Use':

(Please note: 'digital media' includes photographs, videos & sound recordings)

	Yes	No
The school can use digital media of the above named child within school , for example, displays, work books, learning journey books, teacher assessments and group work.		
The school can use digital media of the above named child on newsletters and other school communication items with the minimum amount of personal information. I understand that these school communication items and letters will be available to download from the school website .		
The school can upload digital media of the above named child directly onto our school website and related online digital media accounts : Flickr and Vimeo. I understand that in the future the school may create other similar digital media accounts where the above named child's digital media may also be uploaded (for example, MixCloud or when a new digital media website is created).		
External groups (for example, newspapers, Abbtalk and television companies) can publish digital media of the above named child without the child's name .		
External groups (for example, newspapers, Abbtalk and television companies) can publish digital media of the above named child with the child's name .		
Other schools, companies, visitors and places that we visit may upload or publish digital media of the above named child (for example, a different school may publish digital media of a sporting event on their website or a company like Tesco may also publish digital media after visiting them on a school trip).		
Digital media of the above named child may be used for other educational purposes . This may include video-conferencing sessions with other schools or institutions, recordings of performances and plays which may be sold within school.		
Digital media can be used between schools for professional development e.g. the use of film as a learning tool for teachers and student teachers.		

Please tick the boxes to acknowledge that you understand the following terms regarding the above consent in conjunction with our 'Conditions of Use':

	Tick to acknowledge
This consent form will last for the entire time that my child attends this school and also once they have left .	
I understand that if I wish to change any of the above 'yes' or 'no' responses I will need to contact the school. This includes once my child has left the school. I know that I can request for any digital media or information shared on the school website about my child to be removed.	
I understand that if I have ticked ' yes ' to any of the above statements (except the first ' within school ' statement) that a link to access or view any online digital media will be posted on the school's social media accounts: Facebook, Twitter, Google+, Flickr, Vimeo and any future online school profiles.	

Parent/Carer:

Signature		Date	
Name - Printed		Relation to Child	