

I have read and understood the Acceptable Use Policy Privacy Notice.

Parent's / Carer's signature	Date
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Media Permission

This school may produce or participate in work for web pages, digital presentations, video presentations, educational articles for magazines as well as its own twitter feed or other social media. The press may also publish or promote learning opportunities via articles, film or pictures. These materials are often used to show good practice and to celebrate a school's achievements. Materials are also made available to other members of the Glow intranet community in Dundee or nationally to other Scottish schools and their Glow guests.

We need permission from parents and carers to be able to publish the child's work or record activities by camera or video camera. This permission will also cover your child's participation in video-conferences normally run within Glow. Sometimes these are recorded and made available for viewing within Glow.

Please be assured that the child's safety will always be of paramount importance and no personal information will be made public.

Please sign below if you are happy for your child to be included in these activities. (This permission can be changed at any time by contacting the Head Teacher.)

Parent's / Carer's signature	Date
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Dundee City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Square, Dundee, DD1 3BY

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to:

- support pupil learning
- ensure media permission
- provide access to school network
- provide access to Glow
- ensure responsible internet use

Who do we share your information with?

Your details will be accessed by school and central IT staff who need to do so in order to provide the service, ensure the security of the network and to oversee responsible internet use. If media permission has been consented to, then pupil data will be shared with publications, twitter feeds, video and web pages via articles, film or pictures. This information will not be used for any other purpose.

Legal basis for using your information:

Consent – If you do not provide us with the information we have asked for, then we will not be able to provide this service to you.

For more details on how we process your personal information visit.

www.dundee.gov.uk/privacy

You're Rights under Data Protection Law:

Accessing your information – you have the right to request a copy of the personal information that we hold about you.

Correcting your information – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.

Restricting how we may use your information – In some cases, you may ask us to restrict how we use your personal information.

Withdrawing consent to use your information – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Should you have any concerns please contact your school.

Harris Academy

Perth Road

Dundee. DD2 1NL

01382 435700

Email: harrisacademy@dundeeschools.scot

website: harrisacademy.ea.dundee.sch.uk/



Acceptable Use Policy Privacy Notice

Media Permission

Acceptable Use of Digital Technologies in Dundee Schools

These rules apply to all uses of the internet and to all information sent electronically, including text messages and pictures sent by mobile phones.

Please complete detachable section, sign all relevant boxes and return to the school for records.

The Rules for Digital Technologies Use in School

The Digital Technology equipment in school (computers and any other internet devices, including personal devices and mobile phones), is there to help with classwork and homework.

Used responsibly, exciting and interesting ways of locating and using resources can be found to aid learning.

Always follow these rules:

Be secure:

- I will keep logins and passwords to myself and not share them with anyone, even my friends
- If I have a concern about my password I will speak to my teacher who may change it.
- I will always log out when I leave the computer/device.
- I will not look at anyone else's files without their permission.

Be respectful:

- I will always be polite and will not use bad language.
- I will remember that anything I do can be traced back to me.
- I will not access, create, store or distribute files that could be offensive or indecent, or that harasses or insults others.

Be safe:

- I will not share my personal details (home address, phone number etc) with other people.
- I will only send emails to people I know or my teacher knows.
- I will not put any personal information about other people into emails, onto the internet or Glow.

Be legal:

- I will only share materials I am allowed to on via the internet or Glow.
- I will never photograph or video staff or other pupils without their knowledge and permission.
- I will never upload to the internet photographs or videos of others without their permission.
- I know that bullying or harassment by the use of text, multimedia messaging, emails, social networking or blog sites is unacceptable and may lead to very serious consequences.
- I know that I should not copy materials or pictures from the internet and use them in my own work unless I have appropriate copyright

Be responsible:

- If I see or hear something that is wrong or that upsets me in emails, on the internet or Glow, I will tell an adult and/or use the Report Unsuitable Content button if it is on the screen.
- I will not try to use internet sites which have unsuitable content, including social networking sites.
- I will take good care of the digital equipment I use.
- I understand that if I am irresponsible in my use of digital tools and equipment including the internet or Glow, my access in school may be removed.
- I understand that if I abuse the privilege, that staff may sometimes allow me, of using my own device or mobile phone in class, my device may be temporarily confiscated with proportionate sanctions, up to and including Police involvement.
- I understand the same sanctions will apply if I use my own device in class without permission.
- I am responsible for taking care of any personal device I bring to school.
- I understand that any device which I connect to the network e.g. a USB drive should not pose a threat to the network through its contents or through downloads.

Internet Use

Internet use in Dundee schools includes use of Glow, Scotland's safe and secure intranet for schools, and other Council-approved resources.

The ability to use it efficiently and responsibly is a skill that will be of value throughout a learner's life. It also allows a school to celebrate our learners' work by publishing it on a school website, blog, wiki and sometimes on the Dundee City Council website.

The internet can harbour dangers and must be used responsibly to keep both our youngsters and the network itself safe.

You can find out more about Dundee's guidelines on internet safety

<http://dc2.ea.dundee.sch.uk>

and about providing your child with safer internet access at home at

<https://www.thinkuknow.co.uk/parents/>

<http://www.internetmatters.org>

You can find out more about a range of Curriculum for Excellence at

<http://www.educationscotland.gov.uk/>

Acceptable Use Agreement

Name of Child / Learner

Parent/Carer

As the parent or carer of I have read the rules for Acceptable Computer and Internet Use and understand that these rules apply when my child is using ICT (including both school and personal computers / devices) and the Internet

I have gone through the rules with my child and explained their importance and the consequences of breaking the rules, and ensured that she/he understands.

I understand that the school will make every reasonable effort to filter out access to controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of ICT at school.

I also accept that the school cannot be responsible for any loss, theft or damage to personal equipment my child may bring to school e.g. smartphone, iPod, netbook etc.

I understand that if the school allows my child to use a personal device to access the internet this will be via the school's Bring Your Own Device (BYOD) wifi.

I understand that in order to provide my child with a Glow Account some information will be transferred from school to Glow.

I give my permission to allow the child/young person named above to use ICT and the internet in school. (This can be changed at any time by contacting the Head Teacher.)

Parent's / Carer's signature

Date

Learner (P4 and above)

I have read the rules for Acceptable ICT and internet Use and know the importance of these rules.

I know that if I break these rules, I may lose the right to use the school's computer facilities or face further disciplinary action.

Learner's signature

Date