Litcham School Admission Information Sheet

This information sheet contains the following information for you to keep and refer to:

- Cashless Catering - Biometric information
- Photography and the use of images
- ICT Acceptable use policy

Cashless Catering System

The school uses a cashless system to pay for meals each day. In order for this to operate, students are identified at the canteen till by their thumb print which is held using personal biometric data. The value of the meal is debited to their individual account.

To record their identity, each student's thumb print is scanned and converted into an encrypted electronic profile which cannot be converted back into a thumb print. This profile is held on our own secure server in school and is only available to and usable in our cashless system.

In accordance with the Data Protection Act, we are required to obtain students' consent to use their profile. In addition to this, although the Act does not specifically require it, we would prefer you, as parent/carer, to give your consent too. We would, therefore, be grateful if you would both sign the admissions form to confirm this.

Photography

During the course of the school year there may be opportunities to publicise some of the activities that students are involved in. This may well involve filming or photographing students for use in the local media. As a school, we welcome these opportunities and hope that you do too.

There may also be occasions when we arrange photography for our own purposes, such as displays, school brochures and newsletters. In such cases, if a student is identifiable, only forename will be given.

Photography or filming by external agencies will only take place with the permission of the head teacher, and under the supervision of a member of staff. When filming or photography is carried out by the news media, students will only be named if there is a particular reason to do so (eg they have won a prize), and only when parents have been contacted and permission is granted.

We believe that positive publicity benefits all involved with the school. Nevertheless, we will not involve your child without your consent. Images of your child held by the school can be viewed upon request. You may retract consent at any time by letter or email to the school.

Please retain for future reference

Responsible Use of the Internet

As the parent/carer, we ask that you sign the relevant section of the admissions form to give permission for your child to have access to use the Internet, the Virtual Learning Environment, school email and other ICT facilities at Litcham School.

Your child will be asked to sign the admissions form to confirm that they will keep to the School's rules for responsible ICT use, outlined below. Your child will be informed if the rules change during the year. The latest copy of the e-Safety & ICT Acceptable Use Policy and the Rules are available at *www.litchamschool.net* and further advice about safe use of the Internet can be found through our links on the website.

By signing you accept that the School:
- cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but understand that the School will take every reasonable precaution to keep students safe and to prevent students from accessing inappropriate materials. These steps include using a filtered internet service, secure access to email, employing appropriate teaching practice and teaching e-Safety skills to students.
- can check my child's computer files, and the Internet sites they visit. The School will contact you if there are concerns about your child's e-Safety or e-behaviour.
- will require your support by promoting safe use of the Internet and digital technology at home and you will inform the School if you have any concerns over your child's e-Safety.
- may impose sanctions should a student choose to act irresponsibly and break the agreement below.

Students Acceptable Use Agreement

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes.

- I will not download or install software on school technologies.

- I will only log on to the school network, other systems and resources with my own user name and password.

- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.

- I will only use my school e-mail address.

- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.

- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.

- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.

- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.

- I am aware that when I take images of pupils and/ or staff, that I must only store and use these for school purposes in line with school policy and must never distribute these outside the school network without the permission of all parties involved, including in school breaks and all occasions when you are in school uniform or when otherwise representing the school.

- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.

- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.

- I will respect the privacy and ownership of others' work on-line at all times.

- I will not attempt to bypass the internet filtering system.

- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.

- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent / carer may be contacted.

- During lessons I will only use the computers for school work.

- I will not eat or drink in the computer rooms.

- I understand that when I leave Litcham School my work area will be deleted, and therefore any work I require must be taken with me before I leave.