



Use of Images Consent Form - whole school life

During your child's life at the school we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a school managed web/social networking site by the school or, with school permission, others associated with the school.

Photography or filming will only take place with the permission of the Head teacher/manager, and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with materials or issues that are considered sensitive.

From time to time, our school may be visited by the media who will take photographs or film footage of a newsworthy event in the school. Unless your child is part of a large group, it is likely that the media will require your child's full name before the picture is printed. If you give your consent to this, you should be aware that these images may appear in local or national newspapers and world-wide on-line.

Before taking any images of your child, we need your permission. This permission will last for the whole of your child's education at this school. Please initial the statements on the permission slip, sign and date the form and return it to school. You can ask to see images of your child held by the establishment. You may withdraw your consent in writing at any time.

If you attend school functions and take photography of your and other people's children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events.

Conditions of use

1. This form is valid for the period of time your child attends this school, the consent will automatically expire after this time. Images may be retained by the school beyond this time only for the purposes of an historical record or for specific school activities.
2. Children will be made aware of why their pictures are being taken and how they will be used.
3. If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. We may include pictures of pupils and teachers that have been drawn by the pupils.
6. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. If it is found that a camera phone has been misused the school will follow its usual disciplinary procedures.
9. Parents and legal guardians will be asked to sign an agreement that any images they take during school activities will not be used inappropriately.

Please note:

- The press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.
- There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. The school recognises that in such circumstances, specific consent from parent/guardian will be required before photography or filming of children can be permitted. If you have concerns or queries about any of this information, please discuss it with a member of staff.



Local Educational Visits Consent – whole school life

In order to enhance and enrich the curriculum each year we organise a number of visits within the village that we are able to walk the children to, for example, Haverthwaite Heights and Haverthwaite Railway. We also regularly visit the Ulverston swimming pool and St Mary's Church, Haverthwaite using cars, buses and minibuses. Rather than writing to you each time for your consent, we request that you complete the slip below and return to school.

This permission will last for the whole of your child's education at this school. Please sign and date the form and return it to school. You may withdraw your consent in writing at any time.

For other off-site visits, separate permission will be sought each time as it will be necessary to inform parents and children of specific arrangements. If you have any queries, please contact the school.

ICT Acceptable Use – whole school life

These rules will help us to be fair to others and keep everyone safe.

- ★ I will only use ICT in school for school purposes.
- ★ I will only use my class e-mail address or my own school e-mail address when e-mailing.
- ★ I will only open e-mail attachments from people I know, or who my teacher has approved.
- ★ I will not tell other people my ICT passwords.
- ★ I will only open/delete my own files.
- ★ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ★ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ★ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ★ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ★ 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 know that my use of ICT can be checked and that my parent contacted if a member of school staff is concerned about my e-Safety.



Whole School Life Permissions Form

Name of Child		Child's date of birth	
Name of parent			
Use of Images Consent – whole school life			
I give my consent to images of my child being taken and used for official school purposes of promoting or publicising the school and events in accordance with the guidelines of the school policy for the duration of their time at the school			<i>Please initial below</i>
I give my consent to images of my child being used on the school website, on websites of those organisations permitted to use images by the school and school managed Social Network sites and I understand that these images will be available on the World Wide Web			
I give my consent to my child being included in any images taken by other parents or carers who wish to photograph or record school events in which their children are participating. <i>All parents/guardians will be asked to sign an agreement for appropriate use of images they take during school events. Please see below.</i>			
I have read and understood the conditions of use provided with this form			
I agree that any photographic or video images I, as a parent/guardian, might take at school events will not be used inappropriately.			
Local Educational Visits Consent – whole school life			
I give permission for my child to be taken out of the school grounds to walk to school events and activities within the village, to swimming at Ulverston and St Mary's Church, Haverthwaite. I understand that this permission will last for the whole time my child is at school.			
ICT Acceptable Use Parent Agreement – whole school life			
I have read and discussed the school e-Safety rules with my child and he/she agrees to follow the e-Safety rules and to support the safe use of ICT at Leven Valley Primary School. If you have any concerns or would like some explanation please contact a member of staff.			

Signature of parent:		Date:	
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Please complete and return to the school office.