

Parent/Carer's/Student Undertaking

- **Communication Sent Home via SIMs In Touch**

The school uses SIMs In Touch which enables us to send most of our letters, newsletters and messages direct to parents by e-mail and text message. The service has been a great success and much appreciated by our families. We aim to send as much information as possible in this way, You will receive information from the school in a reliable and efficient manner. We use the text messaging service for urgent information i.e. such as closure of the school due to snow etc.

- **Internet Permission**

At Blackfen School, your daughter will have supervised access to the Internet in some lessons. Before being allowed to use the Internet (for example in the School Library or in clubs), all students must obtain parental permission. Both they and you must sign the permission form as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other Internet users throughout the world. Our school network filters the available material to prevent access to items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During lessons, teachers will guide students towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. You may wish to consider restricting your daughter's internet access using any of the numerous softwares available that allow you to do this.

We would like to assure you that we will continue to supervise the use of the internet as vigilantly as we can. The school's 'firewall system' excludes effectively any unsuitable site, chat room or similar social networking site. Emails coming into the school are screened and any which include any inappropriate language or images are blocked. This also applies to emails sent from the school system. The use of the internet is reviewed regularly by staff. You will be informed if your daughter misuses the internet or email in school and of any disciplinary action we are planning to take.

Your daughter should not use the name of the school on any site and in any context which contains derogatory comments about adults or students either at the school, or who have been previously at the school as students, teachers or otherwise or offensive/inappropriate language or images of any kind. We believe that such use is damaging to the governors, staff and students of this school as well as to the local education authority. Web sites are checked regularly and if any student is found to be bringing the school into disrepute by such action then disciplinary procedures will be put in place. Legal action will also be taken against adults or other organisations who we believe to be misusing the school's name or otherwise bringing the school and its governors, staff, students or parents (past or present) into disrepute. We trust that we can be assured of your support in encouraging your daughter's safe use of the internet.

- **Student Rules for Internet Use**

Students are responsible for acceptable behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for students to conduct individual research. Parental permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Students must understand that their computer storage area and personal USB memory sticks are open to inspection by staff who will review files and communications to ensure that they are using the system responsibly. They must also understand that emails are monitored and abuse of the system will result in immediate suspension of their email account.

During lessons, teachers will guide students toward appropriate materials. Outside of lessons, families bear responsibility for such guidance, as they would with other information sources such as television, telephones, films, radio and other potentially offensive media.

The following are not permitted:

1. Revealing personal information i.e. phone numbers, addresses, logins, passwords
2. Sending or displaying offensive messages or pictures
3. Using obscene language
4. Harassing, insulting or attacking others
5. Damaging computers, computer systems or computer networks
6. Violating copyright laws
7. Using others' login names or passwords
8. Accessing without permission others' folders, work or files
9. Intentionally wasting limited resources

Sanctions

1. Violations of the above rules could result in a temporary or permanent ban on Internet or Network use
2. Further disciplinary action may also be taken.
3. When applicable, police or local authorities may be involved.

Submitting an application confirms that parents have read the above and agree to adhere to it. The school's Acceptable Users Policy is also in the student planner.

• Data Protection

GDPR Privacy notice for students and their families

Blackfen school is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third party processor. However, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Blackfen school upholds are imposed on the processor.

The school's GDPR Privacy Notice in full can be found on the school Website.

The Business Manager is the data protection officer. His role is to oversee and monitor the school's data protection procedures and to ensure that they are compliant with the GDPR. The data protection officer can be contacted at gmo@blackfen.bexley.sch.uk.

• Medical information for School Trips (Local visits, day visits, evening and sporting activities)

To cover your daughter for any school trips for local or day visits, evening and sporting activities over the course of her time here at Blackfen School (this could be a five/seven-year period), we will require your written consent to use the information such as medical conditions and parental contact details held on SIMs (school information management system).

The benefits of using SIMs for the purpose of School trips (as specified above) are:-

- Data held will be up to date and accurate.
- Data can be amended by parents using the new SIMs app (details on this will follow in September).
- To ensure future trips run smoothly and efficiently.
- Data is stored centrally.

We are aware that medical conditions and parental/carer information can change over the years and for this reason **it will be your responsibility to contact us immediately and advise us of any change in circumstances, through the parent app or written notification.**

Please note that any overseas, residential or adventurous trips your daughter may attend during her time here at Blackfen, will require a separate medical form to be completed. This will be arranged via the Trip Leader.