



Information for Non-Residential Off-site Trips & Activities

By signing the enclosed Data Collection Sheet, and the Parent/Carer & Student Consent Form:

- you give permission for your daughter to take part in all school trips and off-site activities for the duration of her attendance at Davison. The school will always inform you about any trips which are open to your daughter and you will of course retain the right to say that you do not wish your child to attend.
- you are acknowledging that, while the school staff and helpers in charge of the party will take all reasonable care of the students, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by your daughter arising during the journey, or any part of the trip or activity.
- you are **not** giving consent for overseas or residential visits, or those where any activities are defined as "adventurous" by the local authority. Separate written consent for such trips will always be sought.
- you will include details of any prescribed medication required during a trip/activity and consent to the administration of these by the trip leaders.

Note:

Parents/Carers must ensure all contact/medical details for their daughter held by the school are kept up to date. Consent and additional information required for each trip will be sought at the time of booking, via WisePay.

For your daughter's safety and the safety of the group, the school will ensure that your daughter understands the importance of any rules and instructions given by the staff in charge are adhered to.

Some Trips have subsidised places for students eligible for free school meals. This will be explained in the Trip/Activity Letter and featured on the reply slip, if applicable.

Please ensure that you have ticked and signed the box under Medical Information for trips on the parent/student consent form as appropriate.

Note: The School Journey Insurance Policy through WSCC covers all off site activities.



FOR YOUR RECORDS

INFORMATION SHEET B

Cashless Catering At Davison

We operate a cashless payment system normally used by students to purchase food in our Diner and Refectory.

The system involves recording a biometric measurement of a finger for each student, not an actual fingerprint. The system does not store images of fingerprints and cannot re-create a student's fingerprint from the data; and the data is stored securely in compliance with data protection law. To make a payment in the Diner or the Refectory, students simply present their finger to an electronic reader at the till which will identify their account, record their purchase and deduct money accordingly.

The system gives us:

- A secure method of paying for food, helping the school to become cashless;
- The ability for parents and carers to pre-load accounts on-line, and monitor and view transactions;
- Students with Free School Meals entitlement are not identifiable when they purchase food – their Free School Meals allowance is automatically credited to their account at the beginning of each day; and
- Speedy service at the tills reducing queues and freeing up more break and lunch time.

We are required by law to obtain consent from parents or carers before recording their biometric data. If your daughter would like to use the biometric system to pay for food purchases in school in the future, please tick the box on the Parent/Carer & Student Consent form indicating that you give consent for this to be done.

Once this has been completed you will need to set your daughter's online account so that you can top it up ready for use. It can take around 48 hours for an account to 'go live'.

Your daughter can, of course, bring in a packed lunch if she prefers to do so, but please be aware that our catering facilities do not accept cash payments. If you have any queries about the system, or if you do not want to have your daughter's finger scanned for any reason but would like her to be able to purchase food in school, please get in touch at: info@davisonhigh.school



FOR YOUR RECORDS

INFORMATION SHEET C

Parent/Carer Consent to Administer Short-term Non-prescribed Medicines

The school will not administer medication unless the relevant boxes on your daughter's **parental Consent Sheet** are completed and the form has been signed. This information will be kept securely with your child's other records. If further information is needed, we will contact you. Please do not hesitate to contact the school if there are any issues you wish to discuss on 01903 233835 ext 254 or 292.

The Medicines Policy permits the school to administer the following non-prescription medication if your child develops the relevant symptoms during the school day, including when out on school trips.

- **Paracetamol** - Standard Paracetamol will be administered in soluble or tablet form for the relief of pain [i.e. period pain, migraine] between **12 pm – 2 pm**.

Dosage: Children 16 years and over: 1 – 2 tablets [500mg – 1 g] every 4 -6 hrs

Children 10 – 15 years: 1 tablet [500 mg] every 4 – 6 hrs

You will be informed when the school has administered medication by email.

By ticking the non-prescription medications boxes you are confirming that you **give** your consent for the school to administer the selected medicines during the school day, at school or on school trips, between 12pm and 2pm, and confirm that you have administered these medications in the past without adverse effect.

Please keep the school informed of any changes to this consent.

Please ensure you complete your daughter's MEDICAL INFORMATION and CONSENT SHEETS



FOR YOUR RECORDS

INFORMATION SHEET D

Parent/Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

As Parents

I know that my daughter has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring email and internet filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and by using mobile technologies.

I understand that my daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my daughter to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my daughter's online safety.

A copy of the Student Acceptable Use Policy is enclosed, for your daughter to read with you (**Information sheet G**), so that as a parent/carers you will be aware of the school expectations.

As a parent/carers, I give permission for my daughter to have access to the internet and to ICT systems at school.

By ticking the relevant box on the parent/carers & student consent form, I agree to the above policy.



FOR YOUR RECORDS

INFORMATION SHEET E

The School Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents/carers permission before taking images of members of the school. We will also ensure that when images are published that the students cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy, and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other students in the digital/video images.

As a parent/carers

I agree to the school taking and using digital/video images of my daughter. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I agree that if I take digital or video images at, or of, school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

By ticking the relevant box on the parent/carers & student consent form, I agree to the above policy.

NB: Images of individual students will be professionally taken at the start of each new academic year, or by our staff on admission to our school if during a school year, and held on their student record as a means of identification for security and safeguarding purposes.

Copies of these professional 'school photos' will be available for parents to purchase – should they so wish.



Mobile Technologies Policy

Mobile technology devices may be a school owned/provided or privately owned smartphone, tablet, notebook/laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud based services such as email and data storage.

The absolute key to considering the use of mobile technologies is that the students, staff and wider school community understand that the primary purpose of having their personal device at school is educational and that this is irrespective of whether the device is school owned/provided or personally owned. This mobile technologies policy sits alongside a range of policies including the Safeguarding Policy, Bullying Policy, Acceptable Use Policy and the Behaviour Policy. Teaching about the safe and appropriate use of mobile technologies is included in the online safety education programme. Personal devices will only be connected for appropriate lessons requested by the teacher.

Potential Benefits of Mobile Technologies

Research has highlighted the widespread uptake of mobile technologies amongst adults and children of all ages. Web-based tools and resources have changed the landscape of learning. Students now have at their fingertips unlimited access to digital content, resources, experts, databases and communities of interest. By effectively maximizing the use of such resources, schools not only have the opportunity to deepen student learning, but they can also develop digital literacy, fluency and citizenship in students that will prepare them for the high tech world in which they will live, learn and work.

For further reading, please refer to "Bring your own device: a guide for schools" by Alberta Education available at: <http://education.alberta.ca/admin/technology/research.aspx> and to the "NEN Technical Strategy Guidance Note 5 – Bring your own device" - <http://www.nen.gov.uk/bring-your-own-device-byod/>

These guidelines cover students' use of personal devices such as mobile phones, media players, cameras, media storage devices, tablets, notebooks and laptops, during the school day and during school visits.

Student Guidelines for Acceptable Use

- You will only be able to use your personal device for educational purposes when specific permission has been given by a member of staff.
- You must only use your school email account in order to communicate with another member of the school community.
- Before a device will be allowed to connect to the school network it will be checked for any virus, spam, malware, phishing or ransomware by a member of the ICT Team.
- You must bring your device fully charged to school without the charger as your device will not have been PAT (Portable Appliance Test) tested and therefore could present a fire or shock hazard.
- You will not use school power sockets to recharge your mobile phone.
- Using a device for personal reasons (e.g. contacting a parent) should only take place after permission has been obtained from a member of staff.
- When on the school site you should set your device to "flight safe" mode with the Wi-Fi function enabled. Personal devices must be set to silent with the vibrate function disabled.
- You may only use headphones with your device when directed to do so by a teacher for a specific learning task. You will not be permitted to listen to personal music whilst completing work in lessons.

Photography, Video and Audio Recordings

You must remember that there are very strict legal guidelines which cover the making and sharing of recordings. When we refer to recordings we mean the filming of video, recording of audio and taking photographs. To help you use your device responsibly you must ensure that you follow these rules:

- You may only make a recording when specific consent is given by a member of staff. If this involves recording of another person, staff will work with you to ensure that those being recorded give their permission.
- Recordings made in school, or on a school visit, can only be shared when you have been given written permission by the school and the parents/carers of the students concerned. Here are some of the examples of what you should avoid doing with any recordings on your device.
 - Emailing or texting the recordings (like SMS, MMS, WhatsApp or Snapchat)
 - Sharing the recording by social media (like Twitter, Facebook or Instagram)
 - Posting the recording on any website (like YouTube or Pinterest)
 - Copying the recording onto someone else's personal device
 - Showing the recording to someone who is not a student, parent/carer or member of staff from Davison CE High School

Consequences for Misuse/Disruption

If the school believes you have misused your personal device, one or more of the following may apply:

- Your access to the network will be removed.
- Your personal device will be confiscated for the duration of the school day.
- Your personal device will be confiscated and held by the school until your parent/carer is available to collect it.
- The personal privilege of bringing a device to school will be removed from you.
- If the school has reason to believe that a device that has been brought into school has been misused, a member of staff delegated by the Headteacher may check the device, its content, any messages and media stored on it, and the internet history. You will be required to unlock your device when requested.
- Consequences as indicated by the school's other policies on anti-bullying and creating a positive learning environment may also apply.

Information for Parents & Carers

- The decision to bring a personal device to school rests with students and/or their parents/carers.
- The school is unable to provide secure facilities to store students' personal devices and the school cannot be held liable for loss, theft or damage to them. Parents/carers are advised to ensure that their personal insurance adequately covers any device that a student brings.
- For basic Health and Safety compliance, parents/carers are advised to regularly check students' personal devices to ensure that they are free from any defects. Particular attention should be paid to:
 - Keyboard (all keys present, no bare metal exposed)
 - Screen (free from flicker, cracks and damage)
 - Battery (able to hold a charge and does not overheat)
- The school may prohibit a student from using any device with a Health & Safety defect.
- From time to time teachers may permit students to make recordings of one another for a specific educational purpose. For example:
 - Year 7 students making a film for their Project Based Learning
 - Year 8 students making a film for their Project Based Learning
 - Year 9 students recording a podcast of a History presentation to assist their revision
 - Year 10 students filming their Drama rehearsal so they can evaluate their performance
 - Year 11 students taking a photograph of themselves for their Art portfolio

Where this is the case, students will be expected to follow the guidelines on recordings above.

Student Declaration

- I would like to use my personal device in school. I have read and understood this guidance and agree to be bound by the guidelines, rules and regulations it contains.
- I understand that the use of my personal device in school and on school visits is a privilege and not a right.
- I agree to use the device for learning purposes only in school.
- I understand that I may only use my personal device when permission is given by a member of staff.
- I understand that I am solely responsible for the correct care, safety and security of my personal device when in school.
- I understand that if I am unsafe or unkind online and this impacts on school life, I lose the right to have a mobile device in school.

By ticking the relevant box on the parent/carers & student consent form, I agree to the above.

Parent/Carer Approval

- I have read and understood the mobile technologies policy and the school's guidelines on "Bring Your Own Device to School" and give my permission for my daughter to use a personal device in school.
- I understand that my daughter is personally and solely responsible for the correct care, safety and security of the device.
- I understand that the school accepts no liability in respect of any personal device in school by a student.

By ticking the relevant box on the parent/carers & student consent form, I agree to the above policy.



Student Acceptable Use Policy

School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These common technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.).
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg. YouTube), unless I have permission from a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language. I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones/USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes) .
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, internal exclusions, fixed term exclusions, contact with parents and in the event of illegal activities involvement of the police.
 - I understand that I may not use my mobile phone for any reason in the Diner and Refectory.
 - I understand that I must not use my phone to make calls, send messages etc whilst in corridors walking between lessons.

Student Acceptable Use Agreement

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) eg. mobile phones, gaming devices, USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school eg. communicating with other members of the school, accessing school email, VLE, website etc.

By ticking the relevant box on the parent/carers & student consent form, I agree to the above policy. If the relevant box is not ticked, access will not be granted to school ICT systems and devices.



Use Of Cloud System Policy

The school uses Microsoft Office 365 for Education for students and staff. This information sheet describes the tools and student responsibilities for using these services.

The following services are available to each student and hosted by Microsoft as part of the school's online presence in Office 365:

Mail - an individual email account for school use managed by the school

Calendar - an individual calendar providing the ability to organise schedules, daily activities, and assignments

Documents – Word, Excel, PowerPoint, Sway, One Note and One Drive.

The school uses a digital learning platform to assess and report the progress of students. The learning platform is provided by Frog Education Ltd. Students and parents/carers will have personal accounts to access and view the progress information recorded in the learning platform.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and members of staff. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences and working in small groups on presentations to share with others.

The school believes that the use of these tools significantly adds to your daughter's educational experience.