



E-Safety Agreement

Approved by:	The Directors'
Last reviewed:	October 2019
Next review due by:	October 2020

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RECITE UK Agreement / e-Safety Rules for Parents/Guardians

Dear Parent/ Carer,

ICT including the internet, email and mobile technologies have become an important part of life and may be used for the purpose of learning the Qur'an. We expect all children to be safe and responsible when using any technology. Please read and discuss these e-Safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation, please contact us on parents@reciteuk.com

- I am permitted to bring my phone to the club (school policy overrides our policy)
- Phones must be switched off during the club
- Pupils can hand their phones to the teacher if they wish to
- These restrictions on electronic devices extend to tablets
- I will not take any photos or video footage of the class
- 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 to a staff member.
- I know that in the case of using my mobile which is prohibited in class can be confiscated and checked. In addition, my parent/carer will be contacted if a member of school staff is concerned about my e-Safety.

RECITE UK e-Safety / Code of Conduct for Staff

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in the organisation. This agreement is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT in connection with the RECITE UK business. All staff are expected to read this agreement and adhere at all times to its contents – staff will have signed their contract to agree to adhere to all policies. Any concerns or clarification should be discussed with the Directors.

- I will only use the organisations email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed reasonable by the Director.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school/club or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will only use the approved, secure email system(s) for any business related to RECITE UK.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with the organisations agreement and with written consent of the parent, carer or staff member. Images will not be distributed outside the organisations network without the permission of the parent/ carer, member of staff and Directors.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Directors.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the schools e-Safety agreement and help pupils to be safe and responsible in their use of ICT and related technologies.