

HESWALL PRIMARY SCHOOL

Policy relating to Acceptable Use of Cameras and Digital and Non-Digital Images and Video Images.

Aims

1. To develop a consistent/ agreed approach to taking photographs/video of school pupils/ events.
2. To agree to the media used to take photographs/video and where to store the images.

Background:

In the 21st Century technology continues to evolve. It is now possible to take photos/videos using media devices such as digital cameras, mobile phones smart phones and smart watches. The purpose of this policy is to: (a) clarify the acceptable use of such devices for the purposes of taking photos/videos of school events and school trips; and (b) agree how and where to store images/videos.

(a) Use of devices capable of taking digital and non digital images and video.

Should school staff wish to take photos/video of an event in school, they should use the class iPad that must be password protected. No personal devices may be used to take any images of the children. It is acceptable for a volunteer to take a photograph using the school device under the guidance of school staff.

Please ensure all files are deleted as soon as possible and are left without password protection.

In the rare event that non digital images are taken, they must be kept securely to be used for school purposes only e.g. for learning journeys.

(b) Storage of digital photographs.

Once taken digital photos should be printed/ copied into documents/ added to web pages, then deleted from the iPad. If they are to be stored then they can be saved onto an encrypted flash drive, password protected part of the school network or password protected Google Drive/ Photos associated with the member of staffs email address. Images may also be used on digital journal building software such as 'Tapestry' in the EYFS. No images may be stored on any personal device, flash drive or cloud based system. Images may appear on official school social media accounts with parental permission.

In the rare event that non digital images are taken (such as old camera utilising film), they must be kept securely to be used for school purposes only e.g. for learning journeys. The taking of images this way are not subject to different regulations to those of digital images.

Parents' rights regarding the taking of school photographs.

Parents sign a form on entry to school either allowing/ denying us permission to take photos of their child/ren and the information is saved on SIMS. Information detailing this permission is available from our school office. **Staff should not take photos/videos of children under any circumstances if permission has not been granted.**

If taking photos of children from other school then **permission would need to be sought from the lead member of staff.**