**Policy for the Use of Digital and Video Images**

### Policy statements:

**In this school:**

* We gain parental / carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter / son joins the school.
* Digital images /video of pupils are stored in a private teachers’ shared images folder on the network and images are deleted at the end of the year – unless an item is specifically kept for a key school publication.
* We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials / DVDs.
* Staff sign the school’s Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils.
* The school blocks/filters access to social networking sites or newsgroups unless there is a specific approved educational purpose.
* Pupils are taught about how images can be manipulated in their eSafety education programme and also taught to consider how to publish for a wide range of audiences which might include governors, parents or younger children as part of their ICT scheme of work.
* Pupils are advised to be very careful about placing any personal photos on any ‘social’ online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information.
* Pupils are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identity of others and their location, such as house number, street name or school. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.

**Website:**

* The Headteacher takes overall editorial responsibility to ensure that the website content is accurate and the quality of presentation is maintained.
* Uploading of information restricted to authorised personnel and s password protected
* The school web site complies with the school's guidelines for publications.
* Most material is the school’s own work; where other’s work is published or linked to, we credit the sources used and state clearly the author's identity or status.
* The point of contact on the web site is the school address, telephone number and we use a general email contact address; [sen@thetutorialfoundation.co.uk](mailto:sen@thetutorialfoundation.co.uk). Home information or individual e-mail identities will not be published.
* Photographs published on the web do not have full names attached.
* We do not use pupils’ names when saving images in the file names or in the tags when publishing to the school website.
* We expect teachers using school approved blogs or wikis to password protect them and run from the school website.

**Learning platform:**

* Uploading of information is shared between different staff members according to their responsibilities e.g. all class teachers upload information in their class areas.
* Photographs and videos uploaded will only be accessible by members of the school community.
* In school, pupils are only able to upload and publish within the school approved system.
* Teachers are instructed not to run social network spaces for student use on a personal basis.

Policy Sign off and review

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|  | **By whom** | **Date** |
| **Policy signed off by** | Julia Low | 29.9.15 |
| **Reviewed by** | Tim Low | 30.01.2019 |
| **Next Review By** | Julia Low | 31.01.2020 |

**Appendix – Additional Guidance on Use of digital and video images**

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students / pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and students / pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyber-bullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm: (select / delete as appropriate)

* + When using digital images, staff inform and educate students / pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.
  + 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 in 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 / pupils in the digital / video images.
  + Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
  + Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
  + Students / pupils must not take, use, share, publish or distribute images of others without their permission
  + Photographs published on the website, or elsewhere that include students / pupils will be selected carefully and will comply with good practice guidance on the use of such images.
  + Students’ / Pupils’ full names will not be used anywhere on a website or blog, particularly in association with photographs.
  + Written permission from parents or carers will be obtained before photographs of students / pupils are published on the school website
  + Student’s / Pupil’s work can only be published with the permission of the student / pupil and parents or carers.