



## College Road Primary School Use of Digital and Video Images

The use of digital / video images plays an important part in learning activities. Children 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.

In this school we will also ensure that:

- We gain parental/carer permission for use of digital photographs or video involving their child as part of the school agreement when children join our school.
- Digital images/videos are stored on the school server in a section that can only be accessed by staff. Old images are regularly deleted.
- We do not identify pupils by using their full names on any published school photos/websites or DVD's.
- Staff sign the schools Acceptable Use Policy and this includes a clause on taking photographs of pupils.
- The schools Mobile Phone policy ensures images/video of children are not taken and shared inappropriately.
- Pupils are taught about how images can be manipulated in their e-safety education programme.
- Pupils are advised to be very careful about placing any personal photos on social media sites and advised to maintain their 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 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.

On the Website we ensure that:

- The Headteacher takes overall responsibility of the website aided by a designated member of staff (Alex Blom TA) ensuring the content is accurate and the quality of presentation is maintained.
- Each class teacher is responsible for ensuring their year group page is up to date and that any images they upload are done with the correct permissions.
- Most of the work is the schools own and when other's work is used, we credit that person appropriately.
- Photographs on the web site do not have full names attached.