



#### 4.1: Photography and the use of images

The General Data Protection Regulation came into force from the 25<sup>th</sup> May 2018. This placed additional obligations on organisations which affects how they handle personal data. We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems.

As a school, we regularly use photographs and occasionally produce videos to show how our pupils and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and pupils.

We are also aware that parents and pupils really enjoy being able to see their images and would like to give all pupils this opportunity.

There are a number of instances when the school may take photos of your child, specifically: -

- We publish photos and videos on the school's website to promote the school to current and prospective parents as well as providing updates on current events;
- We publish photos and videos on our social media accounts such as Twitter and Facebook to provide updates on events and news within the school. The school ensure that its privacy settings are such to limit viewing of photos to followers of the school accounts (as approved by the school);
- Within our newsletters, we may provide photos of recent events or achievements from our pupils;
- In order to promote the school, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our school. These will be sent to prospective parents;
- We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view;
- We may be visited by the media who will take photographs or film footage of events. Pupils will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
- We publish photos in and around the school building to illustrate to current pupils and parents life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school;
- In promotional materials to show the history and character of the school to future generations.
- Once a year a school photographer will visit the school and take individual and group photos of the children which will be made available to purchase. Reminders will be sent in good time prior to the photographer's visit.
- External providers, e.g. National Trust, Sayers Croft, Swanage, may ask to take images when visiting or being visited by pupils from our school.

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photos in schools and obtaining consent.

Usually pupils will not be named in the photographs unless they gain specific consent in the first instance.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

We would like to seek your consent to the use of your child's images and will respect your decisions when publishing photos moving forward.

You can withdraw your consent at any time and can do so by writing to the school office asking them to stop using your child's images. At that point they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.



<b>Name of Child:</b>	<b>Class:</b>
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**4.1: Photography and the use of images continued**

<b>I agree to my child being photographed and videoed on the school's:</b>	
Website	[ ] Yes [ ] No
Twitter Feed	[ ] Yes [ ] No
Facebook Page	[ ] Yes [ ] No
Newsletters (please note a copy is uploaded to our website)	[ ] Yes [ ] No
Prospectuses, flyers, leaflets and brochures	[ ] Yes [ ] No
Other promotional school material (such as banners, signs and displays)	[ ] Yes [ ] No
In and around the school building	[ ] Yes [ ] No
In promotional materials to show the history of the school	[ ] Yes [ ] No
To photographs being taken of my child (individual and group photos) by the school photographer. The group photos will be made available for other parents to purchase.	[ ] Yes [ ] No
Child's image to be taken by external providers e.g. National Trust, residential trip venues, museums.	[ ] Yes [ ] No
I promise that if I, or members of my family, take photographs or video recordings these will be kept for family use and will not be uploaded to social media including WhatsApp.	[ ] Yes [ ] No
<b>Parent signature:</b>	<b>Date:</b>



**ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS**

Name of pupil:

**I will read and follow the rules in the acceptable use agreement policy:**

**When I use the school's ICT systems (like computers) and get onto the internet in school I will:**

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

**I will not:**

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

**If I bring a personal mobile phone or other personal electronic device into school:**

- I will hand it into my class teacher at the start of the day and collect it at the end of the school day
- I will not use my mobile phone whilst on school premises

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

**I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.**

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date: