



School Policy Regarding the Safe Use of Photographs/Videos/Digital Content

01.05.2020

Good Practice Guidance

1. File names should not include students' names e.g. images, videos and other file formats.
2. Any images/videos/created digital content published should ensure that the students are appropriately dressed and are not participating in activities that might bring the individual or the school into disrepute.
3. Students should be made aware that they must not take, use, share or publish images of others without consent. This was already covered in the Internet Safety Lessons (HTML Heroes).
4. Pictures to be published on the school's website/class websites and digital platforms should try to focus on group activities, rather than photos of individual children, if at all possible.
5. Personal details (including the name) of any child or adult in a photograph will not be used in association with the photograph (including in the accompanying text or the photograph caption).
6. If the full name of a pupil is used in a text published on the school website/class website, a photograph of that child will not be used to accompany the article.
7. Where photographs are taken at an event attended by a large crowd e.g. At a sporting event, this is regarded as a public area so it is not necessary to get the permission of everyone in a crowd shot before publishing the image on the school website
8. If a parent or child, wishes to have a photograph removed from the school website/class website/digital platform at any time, they should contact the school Principal.
9. If in doubt about something it is best to err on the side of caution and seek clarification.