Burnt Tree Primary School

Use of Digital & Video Images Policy

2023 - 2025

Signed by Chair of Governors	Opsool
Date	07/03/2023
Review Date	February 2025

Policy Statements:

In this school:

- We gain parental/carer permission for the use of digital photographs or videos involving their child as part of the admissions pack when their daughter/son joins the school. This is then up-dated by parents annually;

- Digital images/videos of pupils are stored in a secure folder on the school network and images are deleted at the end of the year – unless an item is specifically retained 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 production materials;

- Staff read the Staff Conduct Policy annually 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 are 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 Head Teacher takes overall editorial responsibility to ensure that the website content is accurate and the quality of presentation is maintained;

- Uploading the information is restricted to our website authorisers: The ICT team and Office staff.

- The school website 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 clearly state the author's identity or status;

- The point of contact on the website is the school address, telephone number and we use an email contact address. Home information or individual email identities will not be published;

- Photographs published on the website will 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;

Learning Platform

- Uploading of information on the school's Sharepoint is shared between different staff members according to their responsibilities e.g. class teachers upload information to share with other class teachers;

- In school, pupils are only able to upload and publish within school approved and closed systems;

- Teachers are instructed not to run social network spaces for students use on a personal basis or to open up their own spaces to their students, but to use the schools' Learning Platform for such communication;

CCTV

- Please see our separate CCTV policy