

Clyro Church in Wales Primary School Digital And Video Images Policy



**Clyro Church in Wales
Primary School**

Policy agreed: 21.06.19

Policy to be reviewed: June 2019

Signed (Head teacher)

Signed (Chair of Governing Body)

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and learners instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents and carers and learners need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying 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/college 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 should inform and educate learners 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/college events for their own personal use (as such use is 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 To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other *learners* in the digital/video images.
- *Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow school/college policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school/college equipment, the personal equipment of staff should not be used for such purposes.*
- *Care should be taken when taking digital/video images that learners are appropriately dressed and are not participating in activities that might bring the individuals or the school/college into disrepute.*
- *Learners must not take, use, share, publish or distribute images of others without their permission*
- *Photographs published on the website, or elsewhere that include learners will be selected carefully and will comply with good practice guidance on the use of such images.*
- *Learners' 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 learners are published on the school/college website ([may be covered as part of the AUA signed by parents or carers at the start of the year - see parents and carers acceptable use agreement in the appendix](#))*
- *Learners' work can only be published with the permission of the learner and parents or carers.*