STANBURN PRIMARY SCHOOL

Digital Video and Images Policy

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Stanburn Primary School

Digital Video and Images Policy

This policy should be read in conjunction with the school's **Acceptable Use of Computing Systems Policy, Online Safety Policy, Data Protection and GDPR Policy, Mobile Phone Policy and CCTV Policy.**

In this school:

- We gain parental / carer permission for the use of digital photographs or video involving their child on the School's Website, Managed Learning Environment (MLE) and any screens around the school;

- Written permission is gained on the child's admission to the School;

- Parents / carers may at any time withdraw their permission for the use of digital photographs or video involving their child through a written letter to the Headteacher;

- Digital images / video of pupils are stored in a secure staff shared images folder on the network and images are deleted when no longer needed;

- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials / DVDs;

- Staff sign the school's **Staff Use of Computing Systems Agreement** and are aware of the **Mobile Phone Policy**;

- The school blocks access to social networking sites or newsgroups unless there is a specific approved educational purpose. The school's Technical Support Provider maintains a two-tier system, allowing different levels of access for staff and pupils;

- Pupils are taught how images can be manipulated though the Purple Mash Scheme of Work and Education for a Connected World, which detail the teaching and reinforcement of online safety considerations;

- Pupils are advised to be very careful about placing any personal photos on any 'social' online network space when using the Internet at home. 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. They are taught 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. Pupils are taught to recognise the need to keep their data secure and how to report possible bullying or abuse.

Website:

- The Headteacher takes overall editorial responsibility to ensure that the website content is accurate and the quality of presentation is maintained;

- Uploading of information is restricted to the website provider and nominated website authorisers within the school, who have individual usernames and passwords and tiered levels of access;

- The majority of material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;

- The point of contact on the website is the school address, telephone number and we use a general email contact address: **office@stanburn.harrow.sch.uk**. Individual e-mail identities will not be published;

- Photographs published on the website do 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.

Managed Learning Environment:

- Uploading of information on the school's MLE is shared between all teaching and admin staff;

- Photographs and videos uploaded to the school's MLE will only be accessible by members of the school community;

- In school, pupils are only able to upload and publish within school approved and closed systems, such as the MLE and school blog;

- Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the school's MLE for such communications.