

# Digital Images and Mobile Phones Policy (including photographs and video imagery) 2020

## **Rationale**

The safe use of digital images is recognised as a high priority within the school, the policy has been written as a guidance for the whole school community (parents/carers, children, staff and visitors).

The school seeks parental/carer permission to take and use digital imagery of children for school purposes, including, but not limited to:

- the school website and blogs;
- in display material in and around the school premises;
- in printed documentation including promotional material;
- on any future learning platforms.

A list is maintained of any parents/carers who do not wish to have their child's images used by the school.

## **Purposes**

Images of children, visitors and staff will be retained by the school to show good practice and for use on the school website, printed documentation and learning environments unless specifically requested to be removed by a parent/carer, member of staff or person involved.

Where digital images are used online or in any published school produced video materials/ DVDs children will not be identified by their full name.

Children's full names will not be used when saving images in the file names or in the tags when publishing to the school website or blogs. Digital images of children are stored in a central location ensuring the easy removal of photos of children/cohorts who have left the school.

Digital images will not be taken on any personal devices by staff or visitors, for example mobile phones. Children, staff and visitors will only use school equipment to create digital images, this includes usage on school premises and while on trips arranged by the school. Any known exception should be agreed with the site or executive headteacher and logged with the Network Manager before personal devices are used.

Parents may take photographs or videos at on-site school events but must ensure that they are solely for personal use and are not published on the internet, including social networking sites.

## **Mobile phones**

### **Children:**

- Only children in year 6 are permitted to bring mobile phones or devices into school.

### **Staff:**

- Staff are permitted to have their mobile phones on at school in case they have dependants who need to contact them, however wherever possible the office phone number should be provided as the first contact number (i.e. with dependents schools).
- Staff are asked to use their mobile phones with discretion and to avoid using them in the presence of children and parents/carers. They should never be accessed during lesson times, inset or directed time.
- Mobile phones should be on silent if situated in the classroom during lessons.
- Staff are asked to ensure that they are on silent and not visible during staff meetings/INSET.
- Staff are not permitted to use their mobile phones to take, transfer or store digital imagery of children or other staff (without the Headteachers permission) at the school.
- Connection to the internet via the schools wireless network is permissible using the staff login and password, which may be changed at the schools discretion and without notice.

### **Visitors:**

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Reviewed and updated by NJM Sept 2020

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- Visitors are permitted to have their mobile phones on while within the school in case they have dependants who need to contact them.
- Visitors are asked to use their mobile phones with discretion and to avoid using them in the presence of children.
- Mobile phones should be on silent if in the classroom during lessons or while working with children.
- Visitors are not permitted to use their mobile phones to take, transfer or store digital imagery of children or other staff at the school, without permission.
- Connection to the internet via the schools wireless network is permissible using the visitor login and password, which may be changed at the schools discretion and without notice.