

Use of Digital and Video Images Procedure

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students/pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, students/pupils and parents/carers need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees.

- When using digital images, staff should inform and educate students/pupils 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 e.g. on social networking sites.
 - Staff are allowed to take digital/video images to support educational aims, but must follow school procedure concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.
 - Care should be taken when taking digital/video images that students/pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
 - Students/pupils must not take, use, share, publish or distribute images of others without their permission.
 - Photographs published on the website, or elsewhere that include students/pupils will be selected carefully and will comply with good practice guidance on the use of such images.
 - Students'/Pupils' 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 students/pupils are published on the school website (may be covered as part of the AUP signed by parents or carers at the start of the pupil/student school career).
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- **Refer to Data Handling policy**