

Statutory

FURZEDOWN

School policy for use of digital media

Written

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Next Review

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INTRODUCTION

Parental consent - Digital Media

Digital Learning is an integral part of a child's education and we regularly use digital media to video or photograph the children's learning experiences. These images may be used in our school brochure and other printed material, on our website as well as on social media sites such as YouTube and class Instagram accounts.

Images will not identify your child by name and will be used in conjunction with our E-Safety policy. From time to time, our school may be visited by the media who will take photographs or film footage of events. Pupils will often appear in these images, which may appear in local or national newspapers.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child that may be published or used on our website .

AIMS

Does not bring the school into disrepute

Does not bring the teacher into disrepute

Does not expose the school to legal liability

Reflects 'safer internet' practices

Minimises risks associated with the personal use of social media by professionals

Reflects the school's standard of behaviour and staff code of conduct

They use social media transparently and keep complete records of all interactions

They keep up to date with current DFE, Local Authority and regulatory guidance.

MONITORING AND ASSESSMENT

Use of Mobile Phones and Digital Photography Policy

Children are not allowed to have mobile phones in school. If children bring a phone to school they should take it to the school office where it will be kept until the end of the school day.

Children have their photographs taken to provide evidence of their achievements for their development records (The Early Years Foundation Stage).

Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of school children for their **own records** during the school day.

IMPLEMENTATION

- Under the data protection act of 1998 school must seek parental consent to take photographs and use video recorders. Photographs will be stored on the school network which is password protected until the school ceases to operate, should this occur then all photographs will be shredded or deleted from the school network.
- The school's digital cameras must not leave the school setting (unless on an educational visit).
- Photographs are printed in the setting by staff and images are then removed from the camera memory.
- Photographs of children may be taken and used in accordance with parental consent obtained via the Media Permission Form.
- Events such as Sports Day, outings, Christmas and fundraising events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending.
- Many mobile phones have inbuilt cameras so staff mobile phones can be used to take pictures of children in our school to up load onto school platforms and will then be deleted.
- **Visitors may only use their phones in the foyer or outside the building and should be challenged if seen using a camera inappropriately or photographing children.**
- The use of cameras and mobile phones are prohibited in toilets.
- Staff are asked not to make personal calls during their working hours. However in urgent cases a call may be made or accepted if deemed necessary and by arrangement with the Head teacher.
- All school cameras and videos should be kept securely at all times and used with appropriate authority.
- If staff want to use social media to communicate with pupils regarding educational matters, secure school accounts will be used for that purpose and will be authorised by the Head Teacher and if necessary the governing body.