



## The Weston Federation

### Weston Infant and Weston Junior Academy

#### Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media,

The school will comply with the General Data Protection Regulations (GDPR) and request parents / carers permission before using images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

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 events for their own personal use. To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other *students / pupils* in the digital / video images.

Parents / carers are requested to sign a permission form to consent to the use of images of their children.

#### Use of images

- School use of images can be assumed to be acceptable, providing the following guidelines are strictly adhered to.
  - If anyone, for any reason, asks not to be filmed or photographed then their wishes should be respected.
  - **Under no circumstances should staff share or upload student pictures online other than via school owned social media accounts.**
  - Staff should exercise their professional judgement about whether an image is appropriate to share on school social media accounts. Students should be appropriately dressed, not be subject to ridicule and must not be on any school list of children whose images must not be published.
  - If a member of staff inadvertently takes a compromising picture which could be misconstrued or misused, they must delete it immediately.

**Date of next review September 2019**