

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 Data Protection Act and request parents permission before taking images of members of the school. We will also ensure that when images are published that the young people can not be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). 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 pupils in the digital/ video images.

Parents/ carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents/ carers to agree

Digital / Video Images Permission Form

Parent Name

Pupil Name

Please complete either 1 or 2:

1. As the parent / carer of the above pupil I agree to the school taking and using digital/ video images of my child for **internal purposes only**. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Yes / No

2. As the parent / carer of the above pupil I agree to the school taking and using digital/ video images of my child for **internal and external purposes** including posting photos and videos online. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Yes / No

I agree that if I take digital or video images at, or of, – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Yes / No

Signed

Date