

Loughries Integrated Primary School

Policy for the Use of Images

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Policy for the Use of Images

This policy refers to all images – all types of photographic and electronic images, stored electronically or in paper forms, on the internet and including webcams, DVD.

Rationale

At Loughries Integrated Primary School we believe that children's learning and achievement is positively reinforced by the use of images. The use of images will follow guidance as detailed below.

Purposes

- To enable images to be used in school to benefit children's learning
- To enable the use of images to celebrate achievement of children and the school both within and beyond the school
- To comply with the Data Protection Act (1998), Copyright and the Human Rights Act (1998) ensuring a right to a private life, and the common law of Confidentiality

Guidelines

Children should be suitably dressed in all photos – i.e. in school uniform, costume for concerts, own clothes on themed/fundraising days or in PE kit.

Parental Permission

Parents will be asked at the point of enrolment to complete a consent form for their child's image to be taken and this will be updated every September.

This policy will be available so that parents can familiarise themselves with it before signing the form.

A list of children will be kept in each class and the school office of children whose image should not be taken.

There may be additional events not detailed on the original form, parents will be informed of these by letter and written permission for photographs to be taken will be requested.

Storage and use of images

Images may be taken of children during the course of their learning and stored in albums, used in a display or stored electronically (e.g. a school trip, Structured Play observations etc)

Providing permission has been given, the images may be used to promote and record learning, or for promotional purposes (e.g. School Prospectus, website, newspaper articles about the school etc).

Images that are not relevant/required will be deleted or shredded.

If there is any doubt about the origin of an image, then it will not be used.

After children have left school, images may be kept for use in History. These may be kept indefinitely and be marked as a *School History Resource – not for external publication*.

Photographs or images of the school relating to its History may also be kept. These may be kept indefinitely and be marked as a *School Resource - not for external publication*.

Images on computers will be password protected.

Newspaper images

Only the children of parents who have given permission will have their images taken for use in newspaper articles about the school.

Children's names may accompany newspaper articles.

School Website

Permission for use of images will be asked for on the permission form.

Even if a parent has given permission but they are unhappy with the image, it will be removed as soon as is possible for the website Manager to do this.

Children's names will not be used on the website.

Taking of images by parents - Photographs and videos

Parents should note that many parents like to take videos/photos of school events as a family record (e.g. Nativity Plays, Concerts, Assemblies and Sports days etc). We are willing to allow this on the understanding that images are **for family record only and pictures including other children must not be put on social media**. If any parent has any concerns with this and wishes their child not to be included, they should speak to the Principal.

Taking of images by children

Children may not take cameras on school trips/residentials. Staff will be responsible for taking school cameras on these trips to record the children's time there. These images can be shared on return to school. **The use of cameras/mobile phone cameras will not be permitted in school.**

Signed _____ (Chair of Governors)

Date _____

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Internet, Photograph and Video Permission

Dear Parent,

The Internet is an important resource that we use in school. Children will access certain websites if researching or learning about a topic or area of the curriculum.

Loughries Integrated Primary School realises the importance of being able to access and use the Internet but we also understand the responsibility we have in safeguarding children. We have an Acceptable Use of ICT Policy which can be requested from school.

In order for pupils to access the Internet we require parental permission. We have a managed system with rigorous safeguards in place. Inappropriate content is filtered out and a firewall prevents access to any material that may be deemed unsuitable for children.

All pupils will be taught about safe use of the Internet. Pupils will always be monitored when using the World Wide Web. All computers are positioned so that the adult present can observe the content being viewed.

If you have any questions or concerns please do not hesitate to contact me.

J Thompson

Principal

Child's name: _____

I **give** my permission for my son/daughter to use the **Internet** in school.

I **do not give** permission for my child to use the **Internet** in school.

In addition, we also require your permission to use your child's photograph for our website or the local press. Names will not appear on the website.

I **give** permission for my **child's photograph** to appear on the **school's website** or be used in the **local press**.

I **do not give** permission for my **child's photograph** to appear on the **school's website** or be used in the **local press**.

Sometimes we take video recordings of our special events such as Assemblies, Nativity and school shows.

I **give** permission for my child to be **recorded on video** for school purposes and I am aware this may be uploaded on to the school website.

I **do not give** permission for my child to be **recorded on video** for school purposes or for this to be uploaded on to the school website.

Signed: _____

