

P028 – Mobile Phone, Photographic and Video Images Policy

Aim

The aim of this policy is to establish the correct balance between the proper use of technology and the safety of our children at all times.

Introduction

There are many occasions on which it is a good thing to make use of mobile phones, photographs and video images that include children. This is perfectly proper and to be encouraged. However, our School will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at the School or elsewhere.

Parental permission

On entry into Ameina, all parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed whilst taking part in School activities, and for the image to be used within the School. This 'rolling' consent will allow Ameina to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc., and to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not have pictures taken of them.

Pictures taken may be used for display purposes within the School. The child's name will not appear in the display. Once the display is taken down pictures will be given to the child or destroyed by shredding.

Occasionally, photos of celebrations will be taken and kept in a school album. No names will appear with these photographs and parents will be consulted before the pictures are used.

All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The School will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

The Internet

Only appropriate images will be used on the School Internet site, and children will not be identified by their name or address on Ameina's website. Access to social media is blocked. Neither staff or students can use Ameina's internet to access social media. YouTube is only accessible to staff as a teaching aid and permission to gain access should be requested at least an hour before it's needed.

Mobile phones

Students are not allowed the use of their mobile phone throughout the school day, including offsite activities. Students are prohibited from taking photographs and videoing staff and other students whilst on the premises. The school is not responsible for images taken on a mobile phone that should not be in use. The school will not be responsible for the theft, loss or damage of any mobile phones.

Any student that arrives on site with a mobile phone will be asked to hand it in to staff. Mobile phones will be returned to students at the end of the school day. Any student refusing to handover their phone or found using a mobile phone will face sanctions, which may include being sent home. In circumstances where students are asked to leave the premises because of refusal to hand in their phone, parents will be notified, and it will be the parent's responsibility to ensure the students safe arrival home.

When off-site, at least one member of staff should carry a school's mobile phone with them. The school's mobile phone is the only phone permitted for use of photographing students and calling parents and external agencies. **In text messages and emails students should only be referred to by their initials.**

Staff and volunteers may have their mobile phones, which should only be used in an emergency. Staff mobile phones must be switched off during lessons. Staff should not allow students access to their personal phones. If a student needs to make an urgent phone call, they should be directed to use the land-line.

Use of digital cameras

There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in art work or geography or science fieldwork. Images will be made only as appropriate for School related activities.

Students doing photography will only be allowed to take pictures of each other if they are using the school's equipment., and they will be supervised by an adult when they have

Under the terms of the GDPR, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for the School publicity etc., unless consent is given by or on behalf of the individual concerned access to a digital camera.

Media publications

Sometimes, local or national media visit the School to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school. For example, the School may have raised money for a charity whose representative wants to receive the donation in person. In this situation, where children's images might be made public, the School will inform parents of the event in advance and allow them to withdraw their child from the event if they so wish. Newspapers normally ask for the names of the children to go alongside the photographs; if parents or carers do not wish this to happen, then the School will not allow the individual to be photographed or filmed by the media concerned.

Implementation, Monitoring and Review

This policy will be monitored by the Head and any infringements will be reported to the Management Committee. The policy will be reviewed every three years, or sooner should the need arise.

By signing this document, you agree to follow the procedures set out in this document and all of Ameina Community Education's rules and procedures.

	Name	Signature	Signature of witness	Date
Student				
Parent				
Staff				