



Staples Road Primary School Use of digital images – photography and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your child.

We follow the following rules for any external use of digital images.

- **If we use photographs of pupils we do not identify the children.**
- **Where children are named we use first names only and take steps to ensure the names are not linked directly to the image.**
- **When showcasing examples of pupils work we use only their first names, rather than their full names.**
- **If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.**
- **Only images of pupils in suitable dress are used.**

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity; e.g. photographing children at work and then sharing the pictures in the classroom allowing the children to see their work and make improvements.
- Your child's image for presentation purposes around the school; e.g. in school wall displays and presentations to capture images around the school or in the local area as part of a project or lesson.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, your child could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and we/you wanted them to be named in local or government literature.

Further information for parents on e-Safety can be found at:

<http://www.parentscentre.gov.uk/usingcomputersandtheinternet/links/topic/>

To be read prior to signing "Our e-safety and images home school agreement".