



Esafty at Barham



A QUICK GUIDE: Safe use of digital images and digital technologies, such as mobile phones, digital cameras and I pads, including publication of pupil information/photographs/video and use of website;

Images and Videos:

- Written permission via a school agreement form must be obtained from parents and carers before any photographs or videos used:
 - On the school's learning platform (Fronter MLE)
 - On the school's website or blog
 - In display material in and around the school or off site
 - In a school prospectus or other printed promotional material
- (The letter sent out to all Parents/Carers is attached as an appendix)
- Images of pupils and staff will be retained by the school to show good practice and for use on the school website, school prospectus or MLE unless specifically requested to be removed by a parent/carer, member of staff or person involved.
 - If specific pupil photos (not group photos) are used on the school website, in the prospectus or in other high profile publications you should check with individual parents that they give permission for this additional use
 - Where images are used online or in any published school produced video materials/DVDs pupils will not be identified by name
 - Pupils' names will not be used when saving images in the file names or in the tags when publishing to the school website
 - Staff and pupils sign the school's Acceptable Use Policy Agreement form which includes a clause on mobile phones/personal equipment for taking pictures and video.
 - Pupils and staff will ONLY use school equipment to create digital images and videos. Any known exception to this should be logged in school before personal equipment is used.
 - Digital images and videos of pupils are stored in a central location making it easy to remove photos of children who have left the school.
 - Parents may take photographs or videos at school events but must ensure that if they include children other than their own, it is solely for their personal use and will not be published on the internet, including social networking sites (optional)



Mobile Phones

Pupils

- Pupils are not permitted to bring mobile phones to school.
- In exceptional circumstances, approved by the Head teacher, if a pupil brings a phone to school they must hand it in at the school office at the beginning of the day. Pupils who bring phones to school can only do so if they have a letter from a parent or carer.

Staff

- Staff are permitted to have their mobiles on at school in case they have dependants who need to contact them. Staff are asked to use their mobiles with discretion and avoid using their mobile phones in the presence of pupils.
- Staff are not permitted to use their mobile phones to take, transfer or store photos or videos of pupils or other staff at the school, without permission.