



Use of Photographs and Images of Students Policy

Committee/Person(s) Responsibility: **Wrenn Academy AAB**

Distribution: **Wrenn Academy Website**

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Document Reviews

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1.0	AAB	March 2015	Ratified by AAB	WM
2.0	DRB	January 2017	Ratified January 2017	DRB

Use of Photographs and Images of Students Policy

Principles

The use of students' images can be positive, both for the students and the Academy. However, the Academy recognises the potential sensitivity in using such images, and will ensure they are only published in order either to celebrate or inform.

Images of students will only be published where consent has been given by parents/carers. Such consent is generally sought when students join the Academy and, unless advised otherwise, is assumed to apply as long as the student remains a member of the Academy.

Images taken by parents, carers or family members

Filming or photographing of academy events by parents/carers is discouraged.

Where the academy records the event, copies will be made available to all parents/carers if requested. There may be a charge for this.

Images for school publications

The academy will only take and use images that are appropriate and are considered not to be open to misuse.

If an image of a student is used, the student's name **will not** be published. If a name is published, **no image will be used** without specific consent.

Students will be made aware of why their picture is being taken and how it will be used.

Students will be given the option to not have their image used if they are the sole focus of the picture.

Students and parents should be encouraged to recognise the value of group photographs or recordings of academy events.

Images of students from the academy will not be used to illustrate controversial subjects.

Images for the school website

Academy websites are part of the Internet and are more easily accessible than paper based academy publications. The Academy will make sure that only appropriate images are used. Image filenames will avoid using students' names.

Webcams

Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures.

A webcam will only be used in appropriate circumstances such as a normal class setting. Both students and teachers will be made aware of when a webcam is in use.

CCTV

The academy may use CCTV in some areas of academy property as a security measure.

Cameras will only be used in appropriate areas and there will be clear signage indicating where they are in operation.

Footage from CCTV cameras may only be viewed by people with authorisation from the Principal, or from a senior member of staff to whom the Principal has delegated the ability to authorise. (see CCTV Policy)

Children photographing one another

Staff will supervise and maintain control over any photographing students do during academy or off-site activities.

Camera phones are less visible and can be used to bully or take inappropriate images. Their use should not be permitted in changing rooms, toilets or in other areas with a heightened expectation of privacy.

If it is found that cameras or camera phones have been misused, disciplinary action will be taken.

Use of photographs by media organisations

From time to time, media organisations (for example, newspapers or television) will visit the Academy and record images of students.

The Academy will restrict the right to record such images to reputable organisations only, and will seek assurances where appropriate that they are not used to embarrass, humiliate or demean their subjects.

The Academy will ensure that only students whose parents/carers have given permission are included as the main subjects in any filming or photographing by a media organisation. However, this will not always be possible for students who are visible in the background.

Students will be named only if permission has been sought in advance.

Teaching recording devices

On occasion teaching staff may record lessons. Recordings will be held securely by the academy, and will only be used for training and feedback purposes with academy staff.