



Opening Minds to Success

Use of Cameras and Mobile Phones Policy

Under the Data Protection Act (1998) photographs and videos of adults and children are regarded as personal data and must be respected as such.

Consent:

1. Parents and carers are asked to sign a consent form for the taking of photographs and video and for the public use of them. No child should be photographed or videoed without that consent. This consent includes photography and videoing by external parties.
2. Parents must be informed of the purposes for which images may be taken and used – eg website, prospectus.
3. Any photos for the press will be used without names. Parental consent must be obtained for any named photographs.

Photographs:

1. Photography on any personal device is not permitted during the school day without express permission from the principal.
2. Photographs taken on academy devices are for assessment and display purposes. They should be stored on the shared server only.
3. No pictures should be taken of distressed or upset children.
4. Children should always be appropriately dressed when being photographed and camera angles should be chosen carefully in lessons such as PE.
5. Photos should not be taken in toilets, showers or changing rooms.
6. Photos should show that children are in a classroom, communal area and preferably working with a group of children.
7. Hard copies of photos should be shredded if no longer needed.
8. Computer folders should be tidied yearly to ensure unnecessary photos are not being stored.

Video:

1. The principles above apply for the shooting of video footage as well.

Performances:

1. Parents and carers are entitled to pictures of their own children for their own use at events such as performances and concerts.
2. Permission from parents is needed for any other children to be photographed.
3. At these events parents will be reminded that use of photos with other children on social media such as Facebook is not acceptable without specific permission from that child's parents.
4. Events such as awards ceremonies or first day of school will be monitored by staff.
5. No photos should be taken by visitors during learning sessions (eg stay and learn for parents) without permission from the principal.)

Storage:

1. Photos can be stored on tablets and laptops, however these must not be removed from the school premises.
2. Photos and video should be stored on the central drive in the designated areas.
3. Once stored on the shared drive, images on tablets and cameras should be deleted.
4. Any USBs that store photographs or video must be encrypted.
5. Only staff members may access these photos.

Mobile phones:

1. Personal mobile phones should not be used in any teaching area of the building.
2. Staff may use their phones in the staffroom at breaktimes and lunchtimes.
3. Mobile phones should not be used in toilets, changing areas or sleep areas.
4. No photographs should be taken on personal mobile phones of any children or adults.
5. The site manager has a 'work' phone and has specific acceptable use conditions for this phone.
6. Any covert use of mobile phones by staff or parents must be reported immediately to the principal or vice-principal.
7. Visitors must be informed of the mobile phone policy and areas that the phone can be used in.
8. The academy has two mobile phones for communicating on school trips. These phones should not be used for taking photographs.

If you are concerned in any way please talk to the principal.