Penketh Primary School

Use of Digital Images Policy

Ratified: December 2022

Next Review Date: December 2023

Policy Responsibilities and Review

Policy type:	School
Guidance:	
Related policies:	- Safeguarding Policy - E-Safety Policy
Review frequency:	Annually
Committee responsible:	Policy is reviewed by Computing Lead, E-Safety Lead and Designated Safeguarding Lead
Chair signature:	Jane Whalen
Changes in latest version:	

In this school:

- The Head of School takes overall editorial responsibility to ensure that the website content is accurate and quality of presentation is maintained;

- The school web site complies with the school's guidelines for publications;

- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;

- The point of contact on the web site is the school address and telephone number. Home information or individual e-mail identities will not be published;

- Photographs published on the web do not have full names attached;

- We gain parental / carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter / son joins the school or at the start of the school year.

- We do not use pupils' names when saving images in the file names or when publishing to the school website;

- We do not include the full names of pupils in the credits of any published school produced video materials / DVDs;

- Staff are not permitted to the use of mobile phones / personal equipment for taking pictures of pupils;

- Pupils are taught about how images can be abused in their E-Safety education programme;

Social networking and personal publishing

The schools will block/filter access to social networking sites.

- Newsgroups will be blocked unless a specific use is approved.

- Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended and e-mail addresses, full names of friends, specific interests and clubs etc.

- Pupils should be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location eg. house number, street name or school.

- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Students should be advised not to publish specific and detailed private thoughts.

- Schools should be aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments.

- Any photographs or videos seen on any social media sites, school will reserve the right to ask for them to be removed if they show any other child or areas of school.