



Use of Digital/Video



Three Rivers Federation Nurture and Grow Together



Images

The use of
plays an important

activities. Learners and members of staff may use digital cameras to record evidence of activities in lessons both in and out of school. These images may then be used in a variety of ways which could include using the images on display boards, in school newsletters, at school events, in school projects or taking pictures of pupils for legitimate or historical purposes such as official school photographs. Images may also be used as promotional or fundraising material for the school and to celebrate our school and pupil successes.

digital/video images
part in learning

Where an image is publicly shared by any means, your child will not usually be named. On the rare occasions your child is named only their first name will be used. There are also times when our school is visited by the Media who will take photographs or video footage for specific purposes or at school events. Pupils may appear in these images which could be published in local or national newspapers or on televised programmes.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their personal use. To respect everyone's privacy and in some cases for the protection of children in our care, these images should not be published or made publicly available on social networking sites, nor should parents comment on any activities involving other learners in the digital/video images.

We understand the importance of protecting our pupils' privacy, safety and wellbeing and therefore will only use these images with your permission and in a safe way (see our Code of Conduct for Using Pupil Images).

Our Code of Conduct for Using Pupil Images:

- We will only use the minimum amount of personal information about your child in any publication (such as first name, school name and sometimes year group) and will never reveal full names (unless appropriate), personal email addresses, home telephone numbers or home addresses.
- We will not use your child's image for any purpose if it would cause you harm, upset or result in a safeguarding risk.
- We will only use images of pupils who are suitably dressed e.g. in a school uniform or tracksuit.
- We will not use your child's image for any reason other than those stated, unless we have received further consent from you, or if required for legitimate school purposes or historical use.
- The consent you provide for the use of your child's images, will be valid for the period you attend this school. However, some images may still be used or published after you have left, unless you tell us otherwise.
- We will keep your child's images and personal information secure and will destroy images when we no longer need them or if you have withdrawn your permission. To withdraw or change your permissions, please email us at admin@csmmps.org.uk for Clyst St Mary and admin@stokecanon.devon.sch.uk for Stoke Canon CofE school.

Please indicate whether you are happy for your child's images to be used in the ways described on the form below and return it to school.

I give my permission for: (Child's Name:) _____

My child's image to be used and published in the school newsletter. I understand this will be circulated to parents and pupils and may be published on the school's website which can be seen by the public.	YES / NO
My child's image to be used on displays within the school in public areas which will be viewable by visitors.	YES / NO
My child's image to be taken for official school photographs (individual and class photographs) which will be available to purchase from the photographer.	YES / NO
My child's image being recorded on video by the school during school plays, performances or events. I understand these video recordings may be shared with other pupils and families, published, and may be available to purchase.	YES / NO
My child's image being used in promotional or fundraising publications for the school. I understand this may be included in the school prospectus, printed leaflets, brochures or published on the school's website.	YES / NO
My child's image to appear on social media such as Facebook or Twitter and in the general media such as television and news (online and printed).	YES / NO

Acceptance statement:	
I understand I can withdraw my permission (or make changes) at any time by contacting the school at admin@csmmps.org.uk for Clyst St Mary and admin@stokecanon.devon.sch.uk for Stoke Canon CofE school. I understand there may be some limitations to withdrawing permission, for example in cases where my child's image has been used in printed or published material.	YES / NO
I agree that if I attend school functions and take photographs of pupils, I will only take appropriate images, be sensitive to other people and not interrupt or disrupt concerts, performances and events.	YES / NO
I agree not to upload photographs or videos taken at school events onto any social media or networking sites (such as Facebook or WhatsApp), where other pupils appear.	YES / NO

PTO

Parent Name and Signature:	
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Date Completed:	

Privacy notice: The information you provide on this form will be used solely by Clyst St Mary Primary School or Stoke Canon CofE Primary school and will only be shared with outside organisations in terms of letting them know if your child cannot be part of any still or moving digital images. No names will be shared with outside organisations

Further information about how we handle personal information, and your rights is available on the relevant school's website at:

<https://www.clyststmary.devon.sch.uk/gdpr/>

or

<https://www.stokecanon.net/policies/>