



MOUNT
KELLY

Use of Pupils' Images Policy

This policy applies to all pupils, including those in EYFS

Adopted	January 2015
Reviewed	March 2017
Reviewed	March 2018
Next Review	March 2019
Owner	Deputy Head (Pastoral)

DATE OF REVIEW	AUTHOR	PAGE / PARA	SYNOPSIS OF AMENDMENT
Jun 17	PDH	Title page	Inclusion of, "This policy relates to all pupils, including those in EYFS."
Mar 18	PDH	Para 7	Inclusion of, "Pupils using the swimming pool are to hand their phones in at Pool Reception on arrival."

Contents

1. Introduction
2. Image taking by parents, legal guardians, or family members
3. Images for School Publications
4. Images for the School Website
5. Webcams
6. CCTV
7. Children photographing one another

1. Introduction

The Data Protection Act 1998 rarely applies in many situations where photographs or videos are taken in schools. Where it does, the Information Commissioner's Office (ICO), which oversees enforcement of the Act, has advocated a common-sense application of it. Where the Data Protection Act does apply, it will usually be enough for the photographer to ask for permission from the parent or individual to ensure compliance with the Act. Photos taken for official school use may be covered by the Act and pupils and students should be advised why they are being taken. Photos taken purely for personal use are exempt from the Act.

2. Image taking by parents, legal guardians or family members

- Parents, legal guardians, family members and friends can take images of their child and friends participating in school activities for family and personal use.
- All parents are to ensure that any images they take will not be used inappropriately, including being uploaded on social media sites.
- Photography and video filming is not permitted in the boarding Houses without the permission of the Houseparent.
- Use of cameras and other equipment will be monitored and Mount Kelly reserves the right to suspend their use at any time.
- If there is any doubt about any aspect of this policy, parents should contact the Deputy Head (Pastoral) for clarification.

3. Images for school publications

- The School will only take and use images that are appropriate and are considered to not be open to misuse.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children and parents will be given the option to not have their / their children's images used if they are the sole focus of the picture.
- Children and parents are encouraged to recognise the value of group photographs or recordings of School events.
- Images will be kept securely and held by the School for the duration of the pupil's time there, after which they will be destroyed.
- Images of children from the School will not be used to illustrate controversial subjects.
- If a parent does not want their child's image to be used in School publications, or materials, they must write in person to the Principal.

4. Images for the school website

School websites are part of the internet and are more easily accessible than paper based School publications. The School will make sure that only appropriate images are used.

5. 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 and both children and teachers will be made aware of when a webcam is in use.

6. CCTV

The School uses CCTV in some areas of School property as a security measure.

Cameras will only be used in appropriate areas and there will be/is clear signage indicating where it is in operation.

7. Children photographing one another

- Staff will supervise and maintain control as far as is reasonably possible of any photographic images taken by pupils.
- Camera phones are less visible and can be used to bully or take inappropriate images. It is School policy to allow pupils to bring camera phones on site, but 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, the School will follow its usual disciplinary procedures.
- Pupils using the swimming pool are to hand their phones in at Pool Reception on arrival.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.