



The use of Digital/Video Images

Parental Permission

Why do we use images?

Digital/video images play an important part in school life. They are used to support teaching and learning and to promote the school. They also serve as a record of music, drama, cultural and learning activities. Below is a summary of the kind of activities which students and staff are likely to take and display images of, although this list is not exhaustive:

- Teaching and learning activities in lessons and out of school
- School music and drama events
- Sporting events
- School visits and other activities such as the prom

Where will they be displayed?

They may appear on notice boards within school, in newsletters, occasionally on the school website and the public media.

Can parents record images?

The school allows images to be recorded by parents at school productions and events and you should be aware of this before allowing your child to take part. Images recorded by parents should:

- Not be used for profit or gain
- Never be used with the intention of causing embarrassment to any person in the image
- Be used to celebrate the achievement of one or more individuals
- Comply with acceptable standards of decency and good taste

The school complies with the Data Protection Act. We will avoid using a student's full name alongside photographs.

Parents are requested to sign the permission slip attached to allow the school to take and use images of their children.

The use of Digital/Video Images – Code of Practice

This Code of Practice specifies the manner in which Norton Canes High School will use and make available photographic images of pupils.

The school will:

Not use photographs in any form of internal or external publication where we do not have consent or where there is a written objection from a parent/guardian.

Allow parents to record images of school events and parents should be aware of this before allowing their child to participate. Where a parent wishes to make digital images at a school event they will be requested to register with the school.

Not use photographs/video of pupils in PE clothes or dancewear other than for instructional purposes where images are needed to demonstrate the activity to pupils or for use in promotional material unless specific permission is given.

Not reveal within the image personal details, such as date of birth, home address or telephone number. In using materials of school age children for its purposes Norton Canes High School will:

Always ensure that parental permission has been given via a standard form.

Not to use images of children to illustrate child protection issues, fostering and adoption services or Youth offending Services.