

Ninian Park Primary School

School Use of Digital / Video Images

The use of digital / video images plays an important part in our activities. Children / young people, staff and volunteers may use digital cameras or other devices to record evidence of those activities. These images may then be used in Learning Journeys and presentations and may also be used to celebrate success through their publication in newsletters, on the school's website, social media networks and occasionally in the public media.

The school will comply with the Data Protection Act and request parent / carer permission before taking images of their children. We do this by asking parents / carers and students / pupils to sign a Digital Media consent form which is stored in each individual's confidential file. We will also ensure that, wherever possible, full names will not be published alongside images.

We offer parents and carers the following advice:

It's a great thing to film your child at school events and we know they provide a lot of precious memories. You can support us in keeping our children safe by considering the following:

- *Images and video should be for your own or family's personal use only.*
- *Think about privacy and who has the right to see your images, not only of your own child but of others.*
- *If you do share the images online, then you must make sure they are limited to immediate family only and not public.*
- *If you need help in knowing how to do this then come and have a chat with us.*

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children.

Permission Form

Parent / Carers Name:

Name of Child / Young Person:

As the parent / carer of the above child, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support legitimate activities or in publicity that reasonably celebrates success and promotes the work of the school.

I agree that if I take digital or video images at school events which include images of children, other than my own, I will abide by these guidelines in my use of the images.

Signed:

Date: