



The Study Prep

WIMBLEDON

Digital Camera and Mobile Phone/Device Policy

Policy Statement

This Policy is intended to provide information to pupils and their parents, carers or guardians (referred to in this policy as "parents") about how images of pupils are normally used by The Study ("the school"). It also covers the School's approach to the use of cameras and filming equipment at school events and on school premises by parents and pupils themselves.

This Policy applies to all pupils at The Study Preparatory School, including pupils in The Early Years Foundation Stage. Pupils at The Study have their photographs taken to provide evidence of their achievements throughout the School and to supplement developmental records in The Early Years Foundation Stage.

It is our intention to provide an environment in which pupils, their parents and staff are safe from images being recorded and inappropriately used. This Policy should be read in conjunction with the School's E Safety Policy, IT Acceptable Use Policy, Taking Storing and Using Images of Pupils Policy and the Staff Code of Conduct.

Certain uses of images are necessary for the ordinary running of the School; other uses are in the legitimate interests of the school and its community and unlikely to cause any negative impact on children. The School is entitled lawfully to process such images and take decisions about how to use them, subject to any reasonable objections raised.

Parents who accept a place for their child at the school are invited to indicate whether they consent/or not to the school using images of her as set out in this policy, by signing the "Consent form for taking and the use of photographs and video". However, parents should be aware of the fact that certain uses of their child's images may be necessary or unavoidable [(for example if they are included incidentally in CCTV or a photograph

We hope parents will feel able to support the School in using pupil images to celebrate the achievements of pupils, sporting and academic; to promote the work of the school; and for important administrative purposes such as identification and security.

All references to mobile phones in this policy include mobile devices.

Aim

The School's aim is to have a clear policy on the acceptable use of cameras/ mobile phones and other devices that is understood and adhered to by all members of staff. Where appropriate, guidance is also given for pupils using mobile phones and cameras.

Photographs taken for the purpose of recording a pupil or group of pupils participating in activities or celebrating their achievements is an effective form of recording their progression and successes.

Cameras

- The School considers that use of certain pupil images falls within the category of legitimate interests (see the Privacy Notice and the Taking Storing and Using Pupil Images Policy). The School always seeks parental consent for use of pupil images in other contexts. The School maintains a list of pupils for which consent has not been obtained and all staff are aware of these pupils.
- Any member of staff who is unsure about the current list of these pupils should speak to the PR and Marketing Manager and to the Registrar. The wishes of the parents must be respected.
- To safeguard the pupils in our care, photographs and recordings will be stored only on the School drive, which is password protected.
- Photographs may only be taken on **designated School devices** during indoor and outdoor activities and trips/events out of School. Personal mobile phones/devices must not be used under any circumstances.
- All photographs taken by members of staff, volunteers and pupils at School or on School activities remain the property of the School.
- Pupils who attend residential school trips are permitted to bring cameras and take photos with the permission of the Trip Leader/teacher and in sight of a staff member. Teachers provide guidelines to the pupils in advance of the trip. No cameras/devices are permitted on day trips.
- In addition to photographs being taken, events such as Sports' Day and plays may be recorded by video. This must be done in full view of all attending.
- Photographs and video recordings should be downloaded as soon as possible and printed in School. The camera's memory should then be deleted. The School does not permit images to be stored on any portable media such as a memory stick.
- Photographs and video recordings of pupils may only be posted online on the School website and any affiliated social media sites. They must not be posted on personal pages of social media websites or other websites.
- All photographs and video recordings must be deemed suitable without putting a pupil/s in an embarrassing or compromising position.
- Photographs and video recordings may have other pupils in the background. Images should be checked to determine whether photographs or videos have inadvertently included pupils for whom permission has not been given. If this is the case, images should be destroyed, cropped or edited where possible (and the original destroyed).
- Under no circumstances must cameras/devices be taken into the toilet areas or used when pupils are changing.
- Photographs and video recordings may be used as a record of events, developmental records and display purposes.

Mobile Phones

- Only pupils who travel to and from School unaccompanied are allowed to bring a mobile phone to School. These must be labelled and handed in to the Spencer House office upon arrival at School. Use of a mobile phone by a pupil during the School day or on an educational visit (other than for the purposes of taking photos as outlined above) will be regarded as a serious breach of behaviour.
- Staff must report any misuse of mobile phones by pupils, staff, and volunteers to the Head.
- Staff and pupils must not use their personal mobile phone/device for taking photographs of pupils, either in School or on outings.
- The School permits staff to bring in personal mobile phones/ devices for their own use, provided that they are used only at appropriate times, e.g. during breaks, and do not distract the member of staff from carrying out their normal duties. Mobile phones should be on a 'silent' setting during working hours.

- The School does not allow a member of staff to contact a current pupil/parent/carer using their personal device. (Except in the rare circumstance of a dire emergency)
- Staff must ensure there is no inappropriate or illegal content on their personal device.
- **Under no circumstances should staff use their personal email address to respond to school emails.**
- **Under no circumstances should staff use their mobile devices to access the School server. This would be a disciplinary issue.**
- Personal mobile phones and devices must be stored away with all other personal belongings in classroom cupboards.
- Staff are responsible for their personal mobile/ devices at all times. The School is not responsible for the theft of or damage to any personal device howsoever caused. The School should be notified immediately of any damage, loss or theft of a personal mobile/ device.
- Mobile phone calls may only be taken at staff breaks or in the staff member's own time.
- If a member of staff has a personal emergency they are free to use the School phone or make a personal call from their mobile phone in the staffroom or one of the offices.
- If any member of staff has a family emergency or similar and are required to have their mobile phone to hand, prior permission must be sought from the Head and all calls should be taken out of the classroom.
- Staff must ensure that the office has up to date contact information.
- Staff must make sure their families, children's schools etc., are aware of emergency work telephone numbers.
- All parents, helpers, volunteers, visitors and work place students will be requested to keep their mobile phone/devices out of sight in the classrooms and will be asked to only receive calls or check emails in their free time.
- Staff may use the School mobile phone for trips and events. It should be used to contact School, or parents if necessary, and for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns over the inappropriate use of mobile devices to the Head or Deputy Head. Concerns will be taken seriously, recorded and investigated appropriately (see Whistle Blowing Policy).
- The Head, or Deputy Head in her absence, reserves the right to check the image content of a personal mobile device should there be any cause for concern over inappropriate use.
- Should inappropriate material be found then our Local Authority Designated Officer will be contacted immediately and we will follow the appropriate procedures, which is likely to result in the staff member's dismissal.

Security of Pupil Images

- Professional photographers are accompanied at all times by a member of staff when on school premises. The School uses only reputable professional photographers and makes every effort to ensure that any images of pupils are held by them securely, responsibly and in accordance with the School's instructions.
- The School takes appropriate technical and organisational security measures to ensure that images of pupils held by the School are kept securely on school systems, and protected from loss or misuse. The School will take reasonable steps to ensure that members of staff only have access to images of pupils held by the school where it is necessary for them to do so.

- All staff are given guidance on the School's Policy on Taking, Storing and Using Images of Pupils, and on the importance of ensuring that images of pupils are made and used responsibly, only for school purposes, and in accordance with school policies and the law.

Use of Cameras and Filming Equipment (including mobile phones) by Parents

- Parents, guardians or close family members (hereafter, parents) are welcome to take photographs of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the school expects all parents to follow:
- When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others. Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; the school therefore asks that it is not used at indoor events.
- Parents are asked not to take photographs of other pupils, except incidentally as part of a group shot, without the prior agreement of that pupil's parents.
- Parents are reminded that such images are for personal use only. Images which may, expressly or not, identify other pupils should not be made accessible to others via the internet (for example on Facebook), or published in any other way.
- Parents are reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts. The school will always print a reminder in the programme of events where issues of copyright apply.
- Parents may not film or take photographs in changing rooms or backstage during school productions, nor in any other circumstances in which photography or filming may embarrass or upset pupils.
- The school reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.
- The school sometimes records plays and concerts professionally (or engages a professional photographer or film company to do so), in which case CD, DVD or digital copies may be made available to parents for purchase. Parents of pupils taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely.

Images taken at school may be used in the following ways:

- My School Portal (Password protected, viewed by other members of the school community)
- Google Classroom (Password protected, viewed by other members of the same classroom)
- School e-newsletter (Shared with the school community via My School Portal email)
- Display boards around the school
- Other printed materials (The Gazette magazine that is printed annually and shared with the school community, alumnae and prospective parents. Letters, leaflets and print adverts)
- School website, social media, local or national newspapers or on approved websites (To help us celebrate the successes and achievements of our pupils, provide a record of our activities and raise awareness of the school)
- Leavers' photobook (A Year 6 class rep will be given access to year group images to compile a celebratory book of photos)

The school will adhere to the following conditions of use when using images taken at school:

- Use of images that conform to our safeguarding principles.
- Images will only be used where written consent has been given.
- Images used on school owned external channels (for example the school website and social media) will only ever use images along with the first names of pupils where more than one pupil features in any one image. Full names will never be used. Additional consent will always be sought if using an image of an individual pupil along with their first name on any school owned external channels.
- Additional consent will always be sought for images used on other external channels for school promotion (for example local or national newspapers or on approved websites) where we use an image along with the first name of a pupil. The press has special data protection rights which permits them to publish material for journalistic purposes and they may want to include names and personal details.
- If consent is given for an image to be used for a certain promotion, or for a set time, the school will not use it for other promotions or outside this time frame, without first obtaining consent.
- Occasionally a contracted school photographer / filmmaker will take images. Even though the photographer is the legal owner of the digital images, the ways they can use the images are limited to specific purposes. Only reputable photographers or agencies will be used.
- If parents / carers have not given their consent for images to be taken of their child, staff will ensure that these pupils are sensitively removed from any situation in which other pupils' images are captured. **The school will adhere to the following conditions of use when using images taken at school:**
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