



Hunsley Primary

Statement for the Safe Use of Multi Media in the Classroom and Beyond

To be read in conjunction with the published version of the trust Code of Conduct, trust ICT Acceptable Use Policy, school guidance to visitors, and the Hunsley Primary Child Protection Procedure. To be monitored in the Safeguarding Audit Document.

Use of Social Media Facebook, twitter and Hunsley Primary website

- Only staff members with nominated administrative rights will upload images to the school's Facebook, twitter or website pages
- All images used for social media content will be drawn solely from pupils whose parents / carers have given explicit permission to do so
- All images posted will be checked against the permissions list prior to uploading, every time the process is carried out.
- All images of parents, visitors and other members of the public will only be used outside school once written permission has been acquired.
- If in any doubt, a further check and consent will be sought, and if in continued doubt the images will not be used.
- Verbal consent is not sufficient; consent must be given in writing (email is acceptable)
- Each year, the Data Information form will be revised to ensure that all data required for Multi Media applications will be updated where necessary
- Names will not be used with images as a matter of course and in line with GDPR directives

Use of iPads, other devices and digital cameras in the classroom

For assessment and evidence capture

- Only school iPads, tablets or digital recording devices will be used to capture evidence (video, audio and photographs)
- Images will only be stored on the iPad photo reel and then moved promptly to the secure W Drive folder for photographs
- All remaining photographs and video will be permanently deleted, firstly from the photo reel and secondly from the 'Recently Deleted' folder, as appropriate to the device
- Staff, volunteers and visitors will not use personal devices for image capture at any time
- Staff and visitors' personal devices (e.g. Phones) will remain in the Main Office or designated staff areas at all times during the school day, unless an alternative arrangement be agreed by the Headteacher in exceptional circumstances
- All iPads will be kept in school and secured, using the lockable unit – staff are responsible for returning the key to the main office after the unit has been locked
- The school camera may be used for the same purpose and will not be taken out of school, unless under the agreement of the Headteacher for educational visits, sports event and other external events where evidence might be captured, then promptly deleted as above
- Staff working at home on pupil evidence folders or Tapestry observations containing images or video will only do so via the secure 'Remote Desktop', password protected websites or the W-Drive folders.
- Multi Media files will not be stored in any other device or space than in the following two spaces: iPad Photo Reel – temporary storage- and the W-Drive – permanent storage
- Images stored online in the Tapestry folders are stored securely via the password protected portal and are not subject to public access.
- Parents uploading images of their own children must adhere to the expectations of the school: that images or video are appropriate for the school portal and that images or video featuring other individuals are uploaded with those individuals' consent

- Print images will be used in the classroom for display and training purposes, unless parents request they are not used

Use of images in Learning Journey documents

For sharing with parents, carers and the Local Authority as appropriate

Permissions will be sought from parents and carers to share images, for example in group shots.

Images will never be used where permission is not given.

Other

Local and National Media

- Where local or national print or broadcast media request to record images of pupils, e.g. for New Reception Class photo features, parental permissions will always be rechecked for this occasion

Staff Storage Devices

- Pen drives will not be used for storing pupil evidence / images / data

Training and Presentations

- Staff must not use images of pupils for presentations, PowerPoints and training materials unless prior permission has been given according to the Data Collection Information Form
- No presentations will be shared, posted or uploaded without the agreement of the Headteacher, once checked by the School Administrator