



MOUNT
KELLY

Boarding and Day School
Boys and Girls, Aged 4-18

Use of Pupils' Images Policy

(This policy applies to all pupils, including those in EYFS)

Reviewed March 2023
Next Review March 2025
Owner Senior Deputy Head

| 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." |
| Apr 21 | PDH | Page 3, Para 5 (Webcams) | Inclusion of, "The default setting, however, is that pupils engaged in remote learning will not have their cameras turned on." |
| Jul 21 | PDH | Page 4, Para 3 | Removal of the requirement to destroy pupil images once the pupil has left Mount Kelly. |
| Mar 23 | DHP | Throughout | Camera devices amended to mobile devices |
| | | P4 | Parents to contact any member of SLT to report an issue. |
| Dec 23 | CB | Title Page | Change in owner from Deputy Head Pastoral to Senior Deputy Head |

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1. Introduction

The Data Protection Act 1998 rarely applies in 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 a member of the SLT 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.
- All images of pupils will be held securely.
- 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 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.

The default setting, however, is that pupils engaged in remote learning will not have their cameras turned on.

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.
- Mobile devices 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 devices have been misused, the School will follow its usual disciplinary procedures.

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