



# Photography and Video Procedures Agreement

## ***Vision Statement***

*"Educating global citizens who strive for excellence, live sustainably, lead responsibly, celebrate diversity, and whose integrity champions a just and more peaceful world"*

## ***Mission Statement***

*"We are a community that challenges its members to act as compassionate, knowledgeable and principled global citizens: working together for a sustainable future and inspired by meaningful relationships, continuous learning and "good thinking".*

Date adopted: 3 October 2014

Date reviewed: 15 March 2017

Date of next review: February 2020

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# **Aims and Purpose**

The purpose of this document is to provide clear guidance to all members of our community and visitors with regard to taking and sharing photographs or video of Prem students. Its aim is to protect the students by informing our community and visitors of the need to be mindful of how, when and where they take, and or share photographs and videos.

## **1. Overview**

1.1 The use of the word Parent actually refers to primary carers, which includes both parent and guardian.

1.2 In this Agreement, Images or Photographs include all the various media both digital and traditional, and all forms of photographs, videos, and streaming.

1.3 Parents, guardians and the school want to celebrate and record their children's achievements in a variety of learning contexts. One way of doing this is by sharing these images through websites, publications and other social media.

1.4 Prem has therefore adopted this Agreement to give guidance to the school community on the capture, use, storage and distribution of such images.

1.5 The following expectations are for all members of the school community in regard to photography.

1.6 This Agreement shall apply to: staff, visitors or guests to the school, The Residence, VSP and all who visit our campus or interact with our students off campus.

1.7 This Agreement shall apply to our students both on and off campus, both on school field trips, and visits to other schools and locations.

## **2. Acceptable use in school**

2.1 Photography is permitted where parents/visitors are invited to attend, such as school performances, school assemblies and sports events and parents/visitors can take photographs for family use of their children participating in school activities.

2.2 Videoing conversations with or between students, by any visitors to the school is not permitted unless with prior permission from the Head of School.

2.3 Where parents/visitors are invited to attend events, photographs and video are only

permitted in that location.

2.4 Parents of Boarding students must not take photographs within boarding without prior permission from The Director of Boarding.

2.5 Taking photographs is not permitted anywhere else on school premises without permission from a supervising member of staff.

2.6 The school may ask parents to refrain from taking photographs and videos.

2.7 Prospective families visiting the school may take photographs of the school grounds and buildings but must not take photographs or videos of students at any time.

### **3. Safeguarding / Child Protection**

3.1 As a school we recognize the importance of protecting students' privacy and therefore never knowingly publish students' images in which they can be identified.

3.2 As part of the admissions process parents will be asked to indicate whether they agree to images of their children being shared by the school through the website, newsletter or through other media. This agreement will be renewed as needed.

3.3 The school will only use first names when naming students in images that are shared outside of the school community.

3.4 When images are shared outside of the school community, the school will not identify individuals, but instead will use names in random order.

3.5 When images are shared outside of the school community the school will not publish images of individual students.

3.6 Staff will not post images of any student(s) on personal social networks or host on any site nor share images.

3.7 If Staff wish to keep an image of a collective group of students, the image should be deemed appropriate and the permission of the students should be sought. If permission is denied, the image must be deleted.

3.8 When images are shared of swimming events the school will not publish images of students in swimwear. Where photos are taken near the pool students must be in the water or wearing a towel.

3.9 The following are never acceptable at Prem:

Taking images in locations or situations where it is reasonable to expect privacy (e.g. changing rooms, toilets, boarding house bedrooms).

3.9.2 Taking images of any student in a state of distress (emotional or physical).

3.9.3 Continuing to take images if asked to stop by any staff member or student.

3.9.4 Photography that may endanger the health and safety of others.

3.9.5 Taking images of someone who has indicated, by any method, they do not consent to being photographed.

3.9.6 Use of telephoto lenses or concealed cameras to take images that the person being photographed might object to.

3.9.7 The use of drones or other remote controlled cameras, unless specifically authorized by the school.

## **4. Parent and Visitors Photography at Prem**

4.1 The school respectfully asks all parents to set an exemplary example when taking images. Photographers should be unobtrusive and not impede the view of other spectators or interfere in any way with the event.

4.2 Visitors are not permitted to take photos or videos of Prem students without the express permission of the teacher in charge of the activity or respective Principal/Director of Boarding.

4.3 Parents should focus on their own children when taking images and not publish images of Prem students, other than their own children, or of staff, or of other parents on blogs or social networks, nor share them by email without permission of the individuals concerned, or of their parents and guardians.

4.4 When naming individuals in photographs, parents should follow the schools' guidelines as in points 3.1 to 3.7 within this Agreement.

4.5 Parents should be responsible by thoroughly checking the privacy settings on social/photo websites to ensure other students' names are not posted in the public domain with any images they choose to publish as per 4.1.

4.6 Parents should be responsible when taking pictures, and not use or share them inappropriately.

4.7 Images should be immediately deleted if any member of the school community suggests they are inappropriate.

## **5. School trips and visits off campus**

5.1 When Prem students are on trips outside the school grounds, the responsibilities of the school, of parents, and the overall acceptable use guidelines, apply in the same way as when on campus.

5.2 Strangers who attempt to take photographs of Prem students will be asked not to and blocked from doing so where possible.

5.3 Where images of our students are taken by strangers whilst outside the school grounds the staff member in charge at the time will decide how to intercede and will then inform school leadership.

## **6. Student Devices**

6.1 Many students carry mobile devices with the capability to take images and post them directly to the internet. These devices should not be used during the day, unless specifically requested by a teacher.

6.2 The school will investigate any reported incidents of students using devices to take unauthorized images and it is likely that such incidents will come under the scope of the Cyberbullying agreement and / or Acceptable Use policy.

## **7. CCTV**

Prem has installed a CCTV system and periodically updates the system with the intent of:

- 7.1.1 Protecting the school buildings and school assets;
- 7.1.2 Promoting the health and safety of staff;
- 7.1.3 Protecting students and visitors;
- 7.1.4 Supporting the Security Guards to deter and detect crime;
- 7.1.5 Assisting in identifying, apprehending and prosecuting offenders;
- 7.1.6 Ensuring the school rules are respected so the school can be properly managed.

7.2 The CCTV cameras are located across campus, but not in locations where there is an expectation of privacy. CCTV is not intended to monitor student behaviour during lessons or assess the quality of lessons. Therefore, CCTV cameras are not normally installed in teaching rooms.

7.3 CCTV images are stored for a period of thirty days.

7.4 CCTV footage may only be viewed following satisfactory permission being granted from the Head of School and the Director of Security.

## **8. Storage of images**

8.1 Images taken for school purposes will be stored in a protected location, typically this will be either a school file server or on a school Google Drive account. In general, student names will not be stored with images either in file names or as metadata.

8.2 Images stored as part of a lesson or activity may be stored on a school Google Drive account which is accessible by students. All students in such classes must be made aware of schools' expectations with regards to protecting themselves and respecting others. These expectations are outlined in the IT user agreement (points 3 & 4) which is signed by students at the start of each academic year.

8.3 Selected images will be published in a variety of ways by the school and to a variety of audiences. If the school is notified that an image is considered to be inappropriate then the school will delete or remove the image from circulation.

8.4 The school encourages the use of settings for student and class blogs to ensure that they do not appear in search results. From August 2017 all Prem blogs will be moved to a password protected area on the school website. Staff are aware of the need to monitor content posted and should follow the guidelines listed in point 3.1