

## Guidance of Cameras, Tablets and Mobile Devices used in School

### 1. Introduction

Schools naturally record images by use of digital cameras in school as part of the learning records of children, celebrating events and marking milestones in the school's daily life. However the increase awareness of cameras and the storage of digital images in school is important to recognise in terms of safeguarding. The aim of this guidance is to ensure all staff are aware of use of cameras and storage of digital images in school.

### 2. Taking Images on Cameras / Tablets/ Mobile Devices

Only cameras/ tablets/ mobile devices purchased in school and with school memory cards may be used to record images of children in school (this is separate to the use of images and photography permission parent's sign up to each year).

Cameras/ tablets/ Mobile Devices are not to be taken off site other than for educational visits.

### 3. Safe Storage of Images

Images are to be saved on to memory cards in the first instance then on to the public server in the staff section that can only be accessed by a staff log in and password. Staff once they have left school will be deleted from the IT system to prevent them from accessing images.

No images are to be taken on staff's personal cameras, mobile phones, tablets or memory cards. If this is found to be the case then the matter will be referred to as a disciplinary matter.

### 4. Mobile Phone Cameras

Please see related policy guidance on this.

### 5. Disposal of images

Any images that are not used in pupil records, displays or school albums / CDs will not be kept and will be shredded if in hard copy and deleted in if electronic copy from the server at regular intervals (at least annually).

If you are unsure about taking images on a device then please speak to the Senior Person Designated for Safeguarding and they will provide advice.

To be reviewed in line with e-safety policies and safeguarding policy and guidance from DNEAT.

Reviewed 30<sup>th</sup> August 2017



Signed:

Chair of Governors