

sharing, distribution and publication of images and videos

The development of digital imaging and video technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves.

At St Margaret's Lee, we are making increasing use of video as a learning tool.

- **To inform planning** e.g. Teachers videoing a group of children singing a song together.
- **To enhance teaching** e.g. Teachers videoing a lesson introduction for pupils to watch/pause/replay
- **To provide independent learning opportunities** e.g. Pupils making videos related to learning e.g. a play, a news report, a movie trailer
- **To share, evaluate or celebrate learning** e.g. a drama performance

We want to make you aware of the safety issues arising from using technology in school and to seek your permission to use photos or videos that may involve your child.

Please read the following 5 points:

Parental responsibility

1. Any videos or photos taken during school events, such as class assemblies, are for personal use only. No images or videos with other children should be shared through social media or other means without the permission of the child's parent.

School responsibility

2. All photos and videos are taken using school equipment.
3. The school makes use of **photos** to enhance learning and that some of these photos may be displayed around school, on the school website or in the school newsletter.
4. The school makes use of **videos** to enhance learning and that some of these videos may be displayed on the school website.*

**We subscribe to a video hosting site called Vimeo. All videos posted on the school website via Vimeo have the following security settings:*

- *Cannot be downloaded*
- *Cannot be embedded in another website*
- *Cannot be shared in any way including through social media*
- *Can only be uploaded by designated members of staff*

5. Any photos or videos shared will not include children's names or other personal details.

By signing below, I understand the points above and give permission for my child to be photographed/videoed and for the school to use the digital material in the ways described above.

Child(ren)'s name(s): _____

Parent's name: _____ Signed: _____