

## Video & Photo Policy

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**WHAT IS THIS?**

This is a policy that outlines guidelines for the taking and use of photographs and videos of students and staff in a school environment. The purpose of the policy is to ensure that all photography and videography in the school environment is carried out in a manner that respects the privacy and safety of students and staff, and that the use of photographs and videos is consistent with educational and promotional purposes.

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**WHO IS IT FOR?**

This video and photo policy is for anyone who is associated with the school, including students, staff, parents, and legal guardians. It outlines guidelines and procedures to ensure that all photography and videography in the school environment is carried out in a manner that respects the privacy and safety of students and staff, and that the use of photographs and videos is consistent with educational and promotional purposes.

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**WHEN CAN THIS BE UTILISED?**

This policy can be utilised in any school environment where photography and videography are used for educational or promotional purposes. The policy can be implemented at any time when a school plans to take photographs or videos of its students and staff. This includes school events, field trips, classroom activities, and other occasions where photography and videography may be necessary.

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# Video & Photo Policy

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## 1. Purpose

This policy outlines the guidelines for the taking and use of photographs and videos of students and staff in the school environment.

## 2. Permission to take photographs and videos

Photography and videography are only permitted in the school environment with prior written consent from parents or legal guardians for students and with the staff members for staff.

## 3. Use of photographs and videos

Photographs and videos may be used for educational and promotional purposes, including but not limited to, school websites, yearbooks, brochures, and social media platforms.

## 4. Release Forms

Parental consent forms will be provided and must be signed by the legal guardian/parent before any photograph or video is taken of a student.

## 5. Identification of Students in Photographs and Videos

Students will not be identified by name or personal information in any photographs or videos used for promotional purposes without prior written consent from the parents or legal guardians.

## 6. Student Privacy and Safety

Photographs and videos of students will not be taken in any situation that could compromise their privacy or safety.

## 7. Safety Measures

Photography and videography will be restricted in certain areas of the school, such as changing rooms and restrooms, to maintain the privacy and safety of students and staff.

## 8. Consequences for Misuse

Any breach of this policy may result in disciplinary action, including the prohibition of future photography and videography in the school environment.

## 9. Right to Refuse

The school respects the right of parents/students to refuse to have their photograph or video taken.

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## 10. Use of Third-Party Service Providers

If the school intends to use third-party service providers to store, process, or publish the photographs and videos, it is important to include clauses to ensure that the providers comply with the school's policy and regulations.

## 11. Final Note

This policy will be regularly reviewed and updated to ensure that it is in compliance with the best practices and laws related to the use of photographs and videos of students and staff.

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