

Brookland Junior School Conditions of Use of Images & Recording of pupils

Introduction

At Brookland Junior School we currently use a range of online platforms to enhance children's learning experience, this includes: the school website, Class Dojo, Office 365 and Microsoft Teams, MyMaths, EdShed and TT Rockstars.

Class Dojo is a parental and pupil educational platform which allows a secure way of sharing work, accessing learning materials and resources from home using a unique parental username and password. Use of pupil videos and photos on Class Story (shared with families within the class) and School Story (shared with families within the school) may be uploaded in order to enhance the community experience of the class and school in the form of a blog. Work related documents, photos and videos may also be uploaded via Student Portfolio, these uploads are private to the pupil, teacher and parent.

Microsoft Teams is a safe and secure digital hub that brings conversations, content, assignments, and apps together in one place, letting educators create vibrant collaborative learning environments. Pupils may be recorded on Microsoft Team video conferencing remote lessons for safeguarding reasons, for training purposes or to share learning content with pupils who have missed the lesson. Uploaded videos and photos on Microsoft Teams are only accessible to Brookland pupils and staff within that Team. All pupils are required to sign an Acceptable Use Policy before using school educational platforms and technology.

Our school website (www.brooklandjuniorschool.co.uk) is designed to provide information for prospective parents. From time to time we update the website with new photographs. Children's photographs add colour, life and interest to the website, showcasing and celebrating children's achievements and school initiatives.

Making use of photographs in school, displays through publicity materials and on the school website, has a number of benefits. It can increase pupil motivation; help engage parents and promote our school in the local community as well as identify and celebrate the school's achievements. We may also make video recordings for educational use.

Occasionally our school may be visited by the media who will take photographs or film footage of a visitor of interest or another high profile event. With specific permission, pupils may appear in images for local or national newspapers, online news articles or even televised news programmes.

We have strong school policies on the use of types of media and pupil data. We understand the need to respect children's and parent's rights of privacy and are aware of the potential child protection issues involved. Our Online Safety and child protection policies are in line with Local Authority and national requirements. All pupil images and data follow our school GDPR guidance and policy.

We need all parents to consent on Arbor (the school's data collection portal <https://brookland-junior-school.uk.arbor.sc>) before your child starts at Brookland Junior School. Please read the following points carefully before given consent.

Media Permission: Whole School Principles

1. We will not use the personal details or full names (which means both first name and surname) of any child alongside a photo or video on publicly accessible platforms for example: our school website, in our school prospectus or in any of our other printed media publications.
2. If we showcase images of pupils' work on the school website or other printed publications, we will only use the first name, rather than the full name of the child.
3. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
4. We will not include pupils' personal details, for example: e-mail, postal addresses or telephone numbers on any online platform or media publication.
5. We may include pictures or work created by pupils and teachers.
6. We may use group or whole class photographs or video footage with very general labels, such as "a science lesson" or "making pizzas" without naming individual pupils.
7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. If we record audio of the voices of pupils, for example, on a podcast, we will only record the first names rather than full names.
9. Photos and videos of pupils used on our secure platforms Class Dojo and Microsoft Teams will only be visible to parents, pupils and staff of the school. This is only accessible via a specific log-in and password and will not be visible to members of the general public. Photos are usually used to promote learning, showcase good work completed by pupils or to help them celebrate or remember a school visit or special day/event in school such as a class assembly.
10. The school may choose to use video conferencing, live screen sharing and live chat technology to support remote learning should it be necessary via Microsoft Teams. Video conferencing sessions will be recorded for safeguarding purposes. Recorded footage may be shared with other Brookland pupils who have missed the lesson or for staff training purposes. Recorded footage will be kept in line with GDPR policy.
11. If your child takes part in a video conferencing lesson outside of Brookland Junior School, they will only use first names (not full names). Any video conference with other schools or other reputable outside agencies will be undertaken with the supervision of a member of staff.
12. **All data provided will be stored and processed in accordance with our GDPR Data Protection Policy. See privacy notice for more information.**