



Using personal devices for taking photos for specific purposes.

Acceptable Use of the Internet and Electronic communication policy.

Section 6.7:

Staff will not use personal devices:

- *To take photos or videos of learners and will only use work-provided equipment for this purpose, unless authorised in writing by the headteacher, for specific purposes.*
- *Directly with learners and will only allow children to use school-provided equipment during lessons/educational activities.*

Name of employee: _____

This person is permitted to use a personal mobile phone to take photos of children involved in school activities in order to:

- Upload to the 'class page' on the school website. www.littleeaton.derbyshire.sch.uk
- Use within school for educational purposes.
- Use on official school communications and media.

To do this in an acceptable manner:

- The employee must ensure that all consents are respected regarding photos.
- Any photos taken must be transferred to a school owned device or deleted within 7 days.
- No photos may remain on a personally owned device for more than 7 days after they are taken.
- Photos which have been backed up from a device to a cloud service eg Google pictures, must be deleted from that service within 7 days of being originally taken.

I accept responsibility for working within the stated guidelines above and the school policy for acceptable use of the internet and electronic communication.

Signed: _____ [Employee] Print name: _____ Date: ___/___/___

Signed: _____ [Headteacher] Print name: _____ Date: ___/___/___