



SAINT BEDE'S  
CATHOLIC HIGH SCHOOL

## Online Safety – Acceptable Usage Policy for Staff and Governors

### Image Consent Form

At Saint Bede's we take the issue of online safety very seriously and this includes the use of images of staff. Images and video of staff in school publications and on the school website or display screens can be motivating for all involved and provide a good opportunity to promote the work of the school. However, the school has a duty of care towards staff, which means reducing the risk of inappropriate contact, if images are used in this way. We ask that staff consent to the school taking photographs and video of them and using the images for the following purposes:

Internal displays - including television screens and interactive whiteboards

Website and VLE

School social media sites

School publications e.g. the newsletter or prospectus

Video and DVD resources

Third parties - other children's parents or relatives filming school productions and extra-curricular events

Media - newspapers, magazines, radio and television. The media may want to use any images/video that they take alongside a relevant story. It is likely that they will wish to publish your full name, role and the school's name in the caption for the picture (possible exceptions to this are large group or team photographs). It is possible that the newspaper will re-publish the story on their website and social media site or distribute it more widely to other newspapers or media organisations.

We recognise that increased use of technology and opportunities for online publishing mean that there is greater potential for accidental or deliberate misuse. We endeavour to minimise risks by putting safeguards in place that will protect your interests, and enable us to comply with the Data Protection Act (1998).

We appreciate that some of you may have additional concerns and anxieties regarding protection of your identity and therefore request that you inform us, in writing, of any special circumstances either now or at any time in the future that may affect your position regarding consent. If you have any queries regarding this, please contact the Headteacher or the DSL - Online Safety.

### User Signature

Please complete and sign the consent below:

I consent/I do not consent to photographs and digital images of myself, named below, appearing in printed or digital publications, as detailed above. I understand that the images will be used only for educational purposes and that my identity will be protected. I acknowledge that the images may also be used in and distributed by other media, as part of the promotional activities of the school.

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Full Name	
Position/Role	
Signature	
Date	