

THE USE OF PHOTOS IN ASSUMPTION GRAMMAR SCHOOL



(PART 1)

PUPIL PHOTOGRAPHS ON SCHOOL WEBSITES

Increasingly, the school website is used to acknowledge the many events and achievements of our pupils and to promote the work of the school. This can be motivating for pupils, staff and parents.

To reduce the risk of inappropriate, unsolicited attention from people outside the school, the following will be adhered to:

- ◇ Only appropriate images of pupils will be used on the school website
- ◇ Only images of pupils in suitable dress will be used
- ◇ Photographs of pupils' work may be used on the website and will only bear their Christian name and year group, not their full name
- ◇ If the pupil is named, her photograph will not be used
- ◇ If a photograph is used, the pupil will not be named
- ◇ Parents will sign a permission form as part of the Induction arrangements

(PART 2)

ALL OTHER PHOTOS

The school may produce or participate in videotape or still photograph productions which may involve the use of pupils' likenesses. Such productions may be used for educational or exhibition purposes and may be copied, edited and distributed by the school.

If a group or class photograph is posted, it may mention names.

If an individual is photographed, her name may be used.

At Induction parents will be asked to complete a permission form and give a definite response. After two months, a letter will be sent to those who have not responded. This letter will assume permission has been given unless the parents reply by a certain date refusing permission.

PHOTO PERMISSION FORM

Please sign both boxes, deleting as applicable.

PART 1 WEB PERMISSION

I have read the school's policy on the use of photos and **agree/object** to my daughter's name, likeness or photo being used in the manner described

Signed: Parent of Class

Date:

PART 2 PHOTO PERMISSION

I have read the school's policy on the use of photos and **agree/object** to my daughter's name, likeness or photo being used in the manner described.

Signed: Parent of Class

Date:

Completed forms should be returned to the pupil's Form Teacher