

Further Information on the Use of Images and video can be found:

☺ **Be Safe Online**

<http://tinyurl.com/ye24kxe>

☺ **Information Commissioner's Office**

<http://tinyurl.com/yc7nmnv>

☺ **ThinkUknow**

<http://www.thinkuknow.co.uk/parents/safeuse/>



# Colney Heath School Guide to the use of Images

## Respecting and Caring for the Whole School Community

Developed by the  
Hertfordshire Schools' eSafety Team



## Using Images Safely and Responsibly

We all enjoy and treasure images of our family and friends. Our new born baby, first steps, family events, holidays and school events are moments we all like to capture in photos or on video.

We then have the added and exciting dimension of adding our images and video to our social network, such as Facebook, YouTube and many other online websites. This means that we can easily share our photos and video with family and friends.

Whilst this is naturally useful, in schools and educational settings we do need to protect and safeguard all children and staff in our school, including those who do not want to have their images stored online.

## Online Images and Video

What should we think about before adding online any images or video? Are there any risks?

### Facts

- Once online any image or video can be copied and stay online forever.
- Some children are at risk and **MUST NOT** have their image put online. Not all members of the school community will know who they are.
- Some people do not want their images online for personal or religious reasons.
- Some children and staff may have a complex family background which means that image sharing online can have unforeseen consequences.

We must all **'Think Before We Post' Online**

**At Colney Heath School we are happy for parents and carers to take photos and video of the school events for personal use but request that these images are not distributed or put online. This is to protect all members of the school community**

Thank you for your support