

At Grewelthorpe and Fountains Schools Federation:

- The Headteacher takes overall editorial responsibility to ensure that the website content is accurate and quality of presentation is maintained;
- Uploading of information is restricted to Head teacher, Administration Officer and any other specified personnel.
- The school's websites comply with the school's guidelines for publications;
- Most material is the Federation's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- The point of contact on the websites is Grewelthorpe and Fountains School's addresses and telephone numbers. Home information or individual e-mail identities will not be published;
- Photographs published on the web do not have full names attached;
- We gain parental; / carer permission for use of digital photographs or video involving their child as part of the school agreement form when their son/daughter joins the schools;
- Digital images / video of pupils are stored in the teachers' shared images folder on the network/teams and images are deleted at the end of the year – unless an item is specifically kept for a key school publication;
- We do not use pupils' names when saving images in the file names or in the <ALT> tags when publishing to the school website;
- We do not include the full names of pupils in the credits or any published school produced video materials / DVSSs;
- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils;
- Pupils are taught to publish for a wide range of audiences which might include governors, parents or younger children as part of their ICT scheme of work;
- Pupils are taught about how images can be abused in their eSafety education programme.

### **Social networking and personal publishing**

Parents and teachers need to be aware that the Internet has online spaces and social networks which allow individuals to publish unmediated content. Social networking sites can connect people with similar or even quite different interests. Guests can be invited to view personal spaces and leave comments, over which there may be limited control.

For use by responsible adults, social networking sites provide easy to use, free facilities; although often advertising intrudes and may be dubious in content. Pupils should be encouraged to think about the ease of uploading personal information and the impossibility of removing an inappropriate photo or address once published.

Examples include: blogs, wikis, MySpace, Bebo, Piczo, Windows Live Spaces, MSN space, forums, bulletin boards, multi-player online gaming, chatrooms. Instant messenger and many others.

.At Grewelthorpe and Fountains Schools Federation:

- We will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc.
- Pupils should be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location eg. House number, street name or school.
- Teachers' official blogs or wikis should be password protected and run from the school website. Teachers should be advised not to run social network spaces for student use on a personal basis.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Student should be encouraged to invite known friends only and deny access to others.
- Students should be advised not to publish specific and detailed private thoughts.
- The Federation is aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments.

# **Grewelthorpe & Fountains CE Primary Schools Federation**

<b>Policy:</b>	<b>Use of Digital &amp; Video Images Policy</b>
<b>Signed Chair of Governors:</b>	<b>RBain</b>
<b>Date Signed:</b>	<b>January 2021</b>
<b>Governors Meeting Ratified:</b>	<b>30<sup>th</sup> January 2021</b>
<b>Review Date:</b>	<b>Spring 2022</b>
<b>Review schedule</b>	<b>Annually</b>