

**Use of digital and video images - Photographic, Video**

Staff are aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. EEC will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

• When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

• Staff are allowed to take digital / video images to support virtual projects aims, but must follow EEC policies concerning the sharing, distribution and publication of those images. Those images should only be taken on EEC equipment.

• Parents are advised not to take images / videos without permission. To respect everyone’s privacy and in some cases protection, images should not be published on social networking sites, nor should parents / carers comment on any activities involving other pupils.

• Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or EEC into disrepute.

• Pupils must not take, use, share, publish or distribute images of others without their permission

• Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.

• Pupils’ full names will not be used anywhere on a website or blog, particularly in association with photographs.

• Permission from parents or carers will be obtained before photographs of pupils are published on the EEC website/social medias

• Pupils’ work can only be published with the permission of the pupil and parents or carers.

10. Data Protection

When personal data is stored on any portable computer system, memory stick, or any devices, it is password secured.

**Unsuitable / inappropriate activities**

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from EEC and all other technical systems

EEC believes that the activities referred to in the following section are inappropriate in EEC context and that users should not engage in the activities as defined below when using EEC equipment or systems. EEC policy therefore prohibits such usage:

* Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978
* Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003
* Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008
* Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986
* Pornography
* Promotion of any kind of discrimination
* Threatening behaviour, including promotion of physical violence or mental harm
* Promotion of extremism or terrorism
* Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
* Using EEC systems to run a private business
* Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
* Infringing copyright
* Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
* Creating or propagating computer viruses or other harmful files
* Unfair usage (downloading / uploading large files that hinders others in their use of the internet)
* On-line gaming (educational or non-educational)
* On-line gambling