



ACCEPTABLE USE OF CAMERAS, VIDEOCAMERAS AND MOBILE PHONES POLICY

OUR LADY OF THE ROSARY

Approved on:	September 2025
Committee Responsible:	Mission and Pastoral
Next review due by:	September 2027
Policy Writer:	S Lux

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Photographs are used extensively at Our Lady of the Rosary School for a variety of purposes but generally to capture a particular experience or something that the child has achieved. We may use photographs for the following (these are examples only):

- For learning diaries given to parents
- For the children to look at and talk about
- To display the children's work
- To provide examples of the children's play and of the range of activities provided
- To record special events and festivals
- To illustrate newsletters
- To provide parents and children with printed class photos (a record of the child's school days).

Videos may be made for correspondence with other classes to record special events (plays, Christmas, Choirs, etc.) and for learning activities.

For the above purposes only the school's cameras are to be used in taking photographs and only the school's videoing equipment may be used in recording videos.

Under no circumstances will a camera / camera enabled mobile phone be allowed into the bathroom areas unless the Head Teacher is present. (For example to take photos of the children washing their hands after an incident).

The printing of the images is to be done on the school premises using one of the school computers.

All images of the children will be stored on the school computer.

Printed copies may be kept to illustrate school life.

Images of pupils are used on the school website, publicity or press releases only with written permission from parents. Children will not be identified by their full name.

Parents are allowed to take photographs on the school premises in the hall only and of events only. Parents must not publish any photos of our pupils on social networking sites and they are reminded of this at events. The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions.

The school allows staff to bring in personal mobile phones for their own use on their breaks. Mobile phones should be left, locked in their class stock cupboard, office or in the staff room.

Personal mobile phones must never be used to take photographs of parents or children on the premises. They must not be used to take photographs of other staff members on the premises without their consent.

A school ipad will be used whilst on outings.

A school phone will be used whilst on outings.

Failure to adhere to any of the above will be logged and investigated appropriately and disciplinary action may occur.