



HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

'Be the very best you can be'

Student Images Policy

SLT responsible:	Head of Business Services
Last reviewed:	February 2024
Ratified by Trustees:	n/a

Policy for the Use of Images of Students

Images for college publications:

- The college will only take and use images that are appropriate and are considered not to be open to misuse.
- If an image of a student is used, the student's full name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Students will be made aware of why their picture is being taken and how it will be used.
- Students will be given the option to not have their image used if they are the sole focus of the picture.
- Students and parents should be encouraged to recognise the value of group photographs or recordings of college events.
- Images will be kept securely and held by the college for the duration of the student's time at the college.
- Images of students from the college will not be used to illustrate controversial subjects.

Filming:

- Filming or photographing of college events by parents is discouraged. The college will record the event and make copies available to all parents; for which there may be a charge.

Images for the college website:

- College websites are part of the internet and are more easily accessible than paper-based college publications. The college will make sure that only appropriate images are used. Image filenames will avoid using students' names.

Images for Social Media

- The College has an official twitter account (@Hailsham_cc) and an official Facebook account (@HailshamCommunityCollegeOfficial). Occasionally photographs are used to help publicise and celebrate events.
- If an image of a student is used, the student's full name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Students will be made aware of why their picture is being taken and how it will be used before the photograph is published. If a student says that they do not wish to be photographed for this purpose the photograph will not be taken.

Webcams:

- Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between students in different schools, countries and cultures.
- A webcam will only be used in appropriate circumstances such as a normal class setting.
- Both students and teachers will be made aware of when a webcam is in use.

CCTV:

- The college uses CCTV in some areas of college property as a security measure.
- Cameras will only be used in appropriate areas.

Camera Phones

- Camera phones are becoming increasingly popular with students but can be misused.
- Camera phones are less easily visible and can be used to bully or take inappropriate images.

- If it is found that a camera phone has been misused the college will follow its usual disciplinary procedures.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.