

Greenvale Primary School



USE OF CAMERAS AND IPADS

Policy Date	June 2025
Signed by Head Teacher	Mrs A Allnutt
Review Date	June 2027

Monitoring

- The Headteacher will monitor the application of this policy and take appropriate steps to ensure that it is operating effectively.
- This policy will be reviewed bi-annually to ensure its effective application.

Acceptable Use of Cameras and iPads within school

Our school nurtures the very best in each child; we aim to provide a high quality teaching and learning environment. The values of the school encourage care for all, mutual respect, responsibility and a strong partnership between home and school.

2. Aim

We intend to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns.

- Staff being distracted from their work with the children.
- The inappropriate use of cameras around the children.

We have a clear policy to adhere to on the acceptable use of iPads, cameras and ICT that is understood by all staff without exception.

3. Use of Cameras

- Only school cameras are to be used. NO personal cameras should be used to take images of children. Photographs which record achievements can be placed into each child's book or they are stored securely electronically on the school network system.
- No school camera should be removed from school unless on an educational visit.

4. Use of iPads

- Only the designated iPad or cameras are to be used to take any photographs within the school setting and on an educational outing.
- iPads and cameras are not to be taken off the school premises other than when being used on a planned educational visit.
- The children will often use the school cameras when taking photographs.
- Staff members are responsible for the security and location of the iPads and cameras in their classroom or area.
- All items should be securely stored each evening and for weekends and holiday periods.
- No devices or cameras should be taken into the children's toilet areas.

Linked Policies

Data Protection
Employee Code of Conduct
ICT and Acceptable Use
Image Use
Online Safety
Safeguarding and Child Protection