



روضة القرية الصغيرة ذ.م.م

LITTLE VILLAGE KINDERGARTEN W.L.L

## **Video and Photographs Policy**

Academic Year (2016-2017)

**Purpose:** To ensure privacy and confidentiality are considered when using video equipment

1. Students' photographs and videos may be used for documenting learning and kindergarten events and for evaluating programmes and teaching techniques.
2. Videos/Photos will be posted on the school website (Facebook, Instagram, Twitter,...)and school newsletters and school year book.
3. Every parent/guardian shall be asked, on admission, whether they consent to their child being photographed and videoed/filmed while participating in the kindergarten programme
4. "Video and Photograph Consent Form" shall be completed by the parent/ guardian upon registration and will be filled in the student file. Class teacher, assistant and the social worker will be notified.
5. Parents who change their preference of allowing the photographing of their children must inform the school in written however they cannot ask to delete any previously taken pictures or video.
6. Children in respect of whom consent has been withheld shall not be photographed or videoed/filmed.
7. Students will be videoed/ filmed individually or/and in groups during school days, class activities, play time and special events such as sports day, national day, graduation day,..... etc. Photos/ videos will be posted on the school website and other official media sites.
8. Teachers, individually and as a team, shall be given the opportunity to consent before being videoed or photographed.
9. Teachers who do not give consent shall not be photographed or videoed/filmed.