



Video and Photographs Policy & Consent Form Academic Year (2018-2019)

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

1. Students' photographs and videos are used for documenting learning and kindergarten events and for evaluating programmes and teaching techniques.
2. Videos/Photos are posted on the school website (Facebook, Instagram, Twitter,...)and in school newsletters and school Year Book.
3. Photographs/ videos/ names of individual students and group of students in a variety of publications will be used to promote the school and for evaluation and educational purposes. This will include newsletters, brochures, newspapers, magazines, reports, social media and school website.
4. Student/s can and will be photographed by the media (TV or newspaper) for the events relating to the school.
5. "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.
6. Parents shall be asked, on admission, for their consent to their child being photographed and videoed/filmed while participating in the kindergarten programs.
7. 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.
8. 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.
9. Teachers, individually and as a team, shall be given the opportunity to consent before being videoed or photographed and they should inform the school in writing about their choice. Teachers who do not give consent shall not be photographed or videoed/filmed.

I parent/guardian of _____ give my consent for the publication of my child's photograph/name and comments for purposes consistent with the above.

Name _____

Signature: _____ Date: _____ Contact # _____