

COLLEGES NURSERY AND FAMILY CENTRE

Staff Acceptable Use Agreement- Digital Images

To ensure that all members of staff are fully aware of their responsibilities with respect to use of digital images, they are asked to sign this acceptable use agreement.

Digital images refer to both still and moving digital photographs

- I understand that all photographs taken of children and their families associated with Colleges, both in the Centre and outside on visits, are the property of Colleges Nursery and Family Centre
- All digital images will be taken with Colleges' cameras. I understand I may not use personal equipment to take digital images without specific permission from a member of the Senior Leadership Team
- Photographs will be stored on the school computers for one academic year. After this time they will be copied on to CD/DVD and stored safely for a period of up to five years whilst being deleted from the computers.
- I understand digital images needed for professional purposes may be used and stored on laptops and computers off the premises for a period of one year. After this time I agree to be responsible for deleting them. The photographs need to be free of any information that would enable identification and tracking of children e.g. adding children's names to photographs
- I understand and agree that the centre may monitor my technology use to ensure the safe use of digital images of children and their families associated with Colleges
- I agree to abide to the permissions parents give in the use of photographs and video of their individual children and families
- I understand and agree that any photographs of children to be used in the centre training and promotional materials and on websites will not include the actual names of the children in the images
- I agree to only take responsible digital images of children e.g. children will be dressed appropriately

Signed:

Accepted for School:

Date: