

Alt Bridge School

Recording Policy for Official Meetings



	Date	Signature	Website	Teacher Shared Drive
N. Menagh	05.07.22		05.07.22	05.07.22

Recording Policy for official meetings

The school has implemented this policy to protect the school and all parties when using media devices to take video/recordings in meetings.

The school reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

Mobile devices within the context of this policy includes any mobile phone, tablet, laptop, MP3/iPod or other device which is capable of taking image or sound recordings.

Acceptable Use

All parents must agree to the terms and conditions set forth within this policy in order to be able to use their devices for this purpose.

- The use of camera, microphone and/or video capabilities are prohibited whilst in School unless this has been approved by the headteacher. If approved, any pictures, videos or sound recordings can only be taken for personal use.
- You cannot use your device to take pictures/video/recordings of other individuals without their advance written permission to do so.
- Permission to take video/sound recording during official school meetings must be agreed upon by all parties, prior to the meeting.

I confirm that I have read, understand, and will comply with the terms of this Policy when taking photo/video/recordings during official school meetings.

Signed:

Date:

Print Name: