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# Acceptable Use Agreement- Digital Images

# For Staff and Volunteers

# To ensure that 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 Huntingdon Nursery School and outside on visits, are the property of Huntingdon Nursery School
* All digital images will be taken with Huntingdon Nursery School cameras/mobile devices. I understand I may not use personal equipment, including mobile devices, to take digital images.
* Photographs will be stored within Huntingdon Nursery School account on Cambridgeshire Education’s Centrally Hosted system.
* Huntingdon Nursery School cameras/mobile devices may not be taken home. They may be taken out on school visits and trips.
* I understand and agree that the school may monitor my technology use to ensure the safe use of digital images of children and their families associated with Huntingdon Nursery School
* 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 Huntingdon Nursery School training and promotional materials and on websites and Facebook will not include the actual names of the children.
* I agree to take only responsible digital images of children e.g. children will be dressed appropriately

Any breach of the above will result in disciplinary action.

Name: ………………………………………………………..

Signed: ……………………………………………………...

Accepted for Cambridge Nursery Federation Date………………………………………..

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