

# ELATT STUDENT HANDBOOK

## POLICIES, RULES AND PROCEDURES

# PUBLICITY & SOCIAL MEDIA POLICY

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## PHOTOGRAPHS FOR USE IN PUBLICITY

When ELATT takes photographs for publicity purposes online or in print, we will tell you in advance. All posters for public events such as Student Celebrations carry the message that photographs could be used for publicity purposes. If you do not wish to be part of the photos or subsequent publicity, please let our photographer know, and we will not involve you in photo sessions. Where the event is private we will ask you to sign a Consent Form.

If you are aged 18 or under, we will not use your image - whether from private or public events - unless your Parent or Guardian has signed a Consent Form.

If you see your image on our website or other publicity material and you do not wish us to use the image, please email us at the earliest opportunity at [misuse@elatt.org.uk](mailto:misuse@elatt.org.uk) and we will endeavour to remove the image.

## CYBER SAFETY

ELATT encourages the free use of posting on our social media - including facebook, twitter and our private student area ([www.elatt.org.uk/interact](http://www.elatt.org.uk/interact)).

We will check these media each morning to identify any potential misuse or inappropriate behaviour online.

Staff and students should be aware that our Code of Conduct, & its associated procedures, relates to online behaviour to the same extent that it relates to face-to-face behaviour.

If you feel you are the victim of inappropriate online activity originating from ELATT, its staff or students please email [misuse@elatt.org.uk](mailto:misuse@elatt.org.uk) immediately.