



WESGREEN INTERNATIONAL SCHOOL

Policy: Students' Photographs for WIS Website, Social Media, Publication, and other Media Coverage

Policy No. W004

1. Purpose

The intent of this policy is to inform Parents/Guardians of the use of students' photographs on the school website, media, school's social media pages, and publication to highlight an individual student's and/or a group's academic performance.

2. Scope

This policy applies to all Wesgreen Students.

3. Notation

This policy has also made references to WIS Policy No. W003-B Dress Code for Students.

4. Policy

- 4.1. Parents/Guardians must inform respective Head of School at the beginning of the academic year if they wish not to have their child(ren)'s photographs used on the school website, school's social media pages, media coverage by GEMS, publication, and/or media covering a school event by any other approved entities.
- 4.2. All students are photographed in Term-1 by a staff member for identification purpose for the time of PTMs and writing reports. Confidentiality of these photographs is maintained within each section and the photographs are kept on a secure internal server.
- 4.3. Class-photos will be taken each year which the school may use in the Yearbook as well as mediums detailed under 4.1.