HAPPY HOME ENGLISH SCHOOL, SHARJAH

STUDENT MEDIA POLICY

2026-2027

Policy Information			
Created Date	17-10- 2026	Reviewed By	Principal
Review Cycle	One Year	Next Review	October 2027
Principal	Dr. Sharmeen Safwan		
Vice Principal	Dr. Yasser		
The author of the policy's role	IT Coordinator		
Author of the policy	Ms.Shaima Junaid	Signature	
Chair of Governors	Ms. Gulnaz Reeha		

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PART A — STUDENT MEDIA POLICY

1. Purpose and scope

Happy Home English School, Sharjah, may take photographs, video and audio recordings of students, and collect samples of student work, during lessons, school activities, celebrations, competitions, assemblies, trips and online or live-streamed lessons and events. This policy applies to all staff, students, parents/guardians, visitors and any external photographers or media working with the school.

2. Legal and regulatory basis

This policy is written to support the school's duties under UAE law and the requirements of the Sharjah Private Education Authority (SPEA), including:

- **Federal Law No. 3 of 2016 on Child Rights (Wadeema's Law)**, which protects every child's right to privacy.
- **Federal Decree-Law No. 34 of 2021 on Combatting Rumours and Cybercrimes**, including Article 44, under which photographing people or sharing their images without consent in breach of their privacy can be a criminal offence.
- **Federal Decree-Law No. 45 of 2021 on the Protection of Personal Data**, under which personal information should only be collected and used with consent or another lawful basis.

3. How media may be used

The school asks for a separate choice for each of the three categories below. These categories match Part B of this form.

- **Internal School Use:** Classroom displays, assemblies, school presentations, internal newsletters and school records.
- **School Communication:** The school's official website, official social media accounts, parent newsletters and event highlights.
- **Student Work and Achievements:** Displaying or sharing students' projects, artwork, writing, recordings and achievements.

4. Safeguarding and privacy

- Photos, videos and recordings will be used only for approved school purposes and handled with care.

- Staff will use only school-approved devices, accounts and platforms. Staff must not keep student images on personal phones or personal social media.
- Students' full names will not be shown next to their photos on the website or social media. A first name, or no name, will be used.
- Posts will not include geotags, live locations or details that reveal a student's routine, address or travel.
- No photos or recordings will be taken during medical care, or when a student is upset or unwell.
- Images of any student with a known safeguarding or protection concern will never be published.
- Media is stored securely on school systems, and only authorised staff can access it when needed for school purposes.

5. Consent and choice

- Giving consent is voluntary. Students will not be punished or excluded from normal school activities if consent is not given.
- Parents/guardians choose separately for each category in Part B.
- If no form is returned, the school will treat this as **NO CONSENT** for all categories until a signed form is received.
- Consent is valid for the current academic year. Parents/guardians will be asked to renew it at the start of each academic year.
- If consent is not given, the school will not publish identifiable images of the student. Where a student appears in a group photo or event recording, they will be cropped, blurred or left out before anything is shared.
- Parents/guardians must inform the school, in confidence, of any court order or custody arrangement that affects who may give consent. If parents/guardians disagree, the school will treat the answer as **NO CONSENT** until the matter is resolved.
- Older students will be consulted, and the school will respect a student's reasonable wish not to be photographed or featured.

6. Withdrawal or changes

- Parents/guardians may change or withdraw consent at any time by sending a written request to the School Administration.
- The school will stop any new use within five working days of receiving the request.

- The school will remove the student's images from its website and official social media accounts where reasonably possible. Materials that have already been printed or distributed cannot be recalled.

7. Photography by parents, guardians and visitors

- Parents, guardians and visitors must not take photos or videos on school premises on regular school days, including in classrooms, corridors, playgrounds, assemblies and drop-off and pick-up areas.
- At events where the school allows photography, parents/guardians may photograph their own child only. The school will announce clearly when and where photography is permitted.
- Photos or videos that show other students or staff must not be shared on WhatsApp, social media or any other platform without the consent of those students' parents/guardians or the staff concerned.
- The school may ask anyone to stop recording or to delete images taken against this policy. Sharing images of other people's children without consent may break UAE law.

8. External media, photographers and live streaming

- Press, television, external photographers and partner organization may only photograph or record students with the school's permission and, where students can be identified, specific parent/guardian consent for that event.
- Parents/guardians will be told in advance if a school event will be live-streamed or recorded for wider sharing.
- Recordings of online lessons are for teaching and learning only and will not be shared outside the school.

9. Storage, retention and deletion

- Media is kept only for as long as it is needed for the purpose for which it was collected. Stored media is reviewed every academic year.
- When a student leaves the school, their images will be removed from active promotional use within one academic year, except for historical records such as yearbooks and archives.
- Media that is no longer needed is deleted securely.

10. Questions, concerns and review

- For any questions or concerns about student media, please contact the School Administration.
- Any concern about the misuse of student images will be handled under the school's safeguarding procedures.
- This policy will be reviewed every year, or earlier if UAE law or SPEA requirements change.

HAPPY HOME ENGLISH SCHOOL, SHARJAH

STUDENT MEDIA — PARENT / GUARDIAN CONSENT & NO-OBJECTION FORM

How to complete this form: Please tick **ONE** box in each row, sign the declaration and return this form to the Class Teacher. If no form is returned, the school will treat this as **NO CONSENT**. This form is valid for the academic year **2026 – 2027**.

Student's full name	
Year & Section	
Parent / Guardian's full name	
Relationship to student	
Contact number	

Please tick ONE box in each row:

MEDIA USE CATEGORY	I GIVE CONSENT / NO OBJECTION	I DO NOT GIVE CONSENT
1. Internal School Use: Photos, videos and recordings used in classrooms, assemblies, school presentations, internal newsletters and school records.	☐	☐
2. School Communication: Photos and videos shared on the school website, official social media accounts, parent newsletters and event highlights.	☐	☐
3. Student Work and Achievements: Displaying or sharing students' projects, artwork, writing, recordings and achievements.	☐	☐

Parent / Guardian declaration

I am the parent or legal guardian of the child named above, and I have ticked my choices on this form. I understand that saying yes is my choice, that my answers are for this school year only, and that I can change my mind at any time by writing to the school. I also agree not to share photos or videos of other children without their parents' permission.

Parent / Guardian's name (block letters): _____

Parent / Guardian's signature: _____ **Date:** _____

CLASS TEACHER	PRINCIPAL	SCHOOL SEAL
	Dr. Shermeen Safwan	