



Student Photo Consent Policy

Tokyo West International School (TWIS) will always ensure to protect the personal information of each individual. This policy will explain to the TWIS community how the school will collect, use, and disclose photographs, video and recording of students.

Photographs and filming may include the following:

- Individual and classroom photos to be taken on photo day.
- The collection, use and disclosure of school photos and videos that have been taken during all school events.
- Photos and Videos which are taken for marketing and advertising purposes.
- All photos and videos collection which are taken for daily record and post to parents.

TWIS will only share and allow it to be published to the school-related platform only. It is not permitted to be shared to other platforms that we don't manage, produce or update. The platform which stated above includes but is not limited to Class Dojo, the School Website (www.tokyowest.jp), school's SNS channels (Facebook, Instagram, Youtube, and Twitter), School Yearbook, and any other advertisements.

Guidelines:

- It is strictly prohibited in the TWIS community to use the image of a child, who is known to be the subject, without any permission.
- Sharing photos and videos through teacher-parent communication platforms (class dojo) will be allowed as an important part of documenting, reflecting upon, and sharing student's regular activity. However, the access of class dojo views will be limited among the classmates community to whom the URL has been shared.
- The determination of students' materials, including photos and videos, will be decided by the school administration who reserves the right. If henceforth, the faculty have published the student's materials who don't wish to, the content will be taken down as soon as possible.
- Following the laws of Japan in regards to personal information privacy, the school will not disclose personal information to third parties.
- Student's full name or other personal information should not be included in the image of students published on the school's social media, public website, or other used media platform. However, if it is extremely needed with parent/guardian's permission, it is allowed to be disclosed with the limit to the student's first name and academic year (or equivalent).