Vidigami's Summer Checklist for School Photo Management

Photos have become integral to education.   Everyone has them. Everyone needs them. They are the building blocks of our stories, supporting how we learn, how we teach and how we interact. Consent management is essential for school photos as it involves capturing, storing, and using personal information of students, parents, and staff members. Putting clear policies and procedures in place helps ensure privacy, compliance, trust, reputation, and safety.   Here is a list of 5 summer media management for business managers.

1. Review Consent Management for Media
    a. Realign Consent Management levels with school needs / policies if needed.
    b. Coordinate with re-enrollment coordinator to ensure all families sign media release / authorized-use polic(ies).
    c. Evaluate media management system to be sure it allows for use in-line with consent management
    d. Ensure your staff have the support needed to comply with your school policies and ability to respect the consent provided by your community.
2. Evaluate Current Photo Management System
    a. In conjunction with marketing, communication, and other media users, evaluate the photo management system:
        i. Does it meet the needs of the school? What role do photos have at your school? Are your photos intended to be archived or shared? Who can see them? Who can share them? Does the school have permission to use them? Where can your staff, students and families find them?
        ii. What is the cost? Are there add-ons needed? Are there multi-year discounts?
        iii. Are there better option(s) that would make organizing and sharing media along with following consent management easier?
    b. Is the current system associated with an individual (e.g. a user's Google Drive) or is it an organizational account? If individual, work

on moving to an organization-level system to ensure photos and access are not lost when the individual leaves.

3. Check Back Up System
   a. Ensure media can be quickly restored. Understand how the system being used stores backups of the media and how you can recover it when / if needed.
   b. Practice deleting and restoring images, so this can be done quickly when needed during the year.

4. Understand Media Use
   a. Reach out to marketing, communication, development, admissions, and ed-admin to understand how media is / will be used during the year.
   b. Review school policies and consent management with all the school groups using media.
   c. Prepare School Board report to update them on media use and consent management.

5. Cleaning "Wayward" media - photos are private data and need be managed accordingly
   a. Coordinate with all stakeholders to ensure media is stored in one central location with appropriate access permissions.
   b. Work with Stakeholders to remove photos no longer needed from online storage, hard drives, social media, old web-pages, etc.

Interested in seeing how Vidigami can help? Book a demo with us – https://share.hsforms.com/1bGNy0nHdSE6cnrx61V0Kvw4nusl?__hstc=19303006 6.a11bf0c5df80cb166e83c4210935ec61.1661368893065.1682531422117.1682698495 923.72&__hssc=193030066.1.1682698495923&__hsfp=3887566761