

## **Policy Regarding Recording and Use of Photographic Images of Pupils**

The following is the policy of Scoil Mhuire, Maigh Cuilinn with regard to the recording, editing, publication, distribution and general use of photographic images, digital or otherwise, of pupils.

Scoil Mhuire is positively disposed to the recording and publication of photographs, in digital and other formats, for posterity and for the purposes of advertisement and celebration of important events in the life of the school and achievements of its pupils and staff. We would therefore encourage parents to grant permission for the recording and publication of photographic images subject to our policy regarding the same as outlined below. Parents may rest assured that all aspects of this policy shall be strictly adhered to, and that Scoil Mhuire, in drafting this policy, is aware of the need for propriety and vigilance with regard to the recording and publication of photograph images of the pupils in its care.

### **Permission for the recording and use of photographic images of pupils.**

Scoil Mhuire shall undertake to seek the permission of parents/guardians of the pupils for the recording and use of photographic images of their children. Parents of children enrolling in the school for the first time shall grant or decline such permission by indicating their preference in the section on the Confirmation of Enrolment form which relates specifically to the issue of the recording and use of photographic images of pupils. The permission of parents of children currently enrolled in Scoil Mhuire shall be sought by making them aware, by means of a written notice conveyed to them by their child(ren), by webtext and by general notice and signage within the precincts of Scoil Mhuire, that if they have not made the school aware to the contrary in signed written form, within one calendar month of receipt of such notice, that they will be presumed to have granted permission for the recording and use of photographic images of their children subject to the conditions outlined in this policy.

Should a parent or guardian decline permission for the recording of photographic images of his/her child(ren) the school will make all reasonable efforts to ensure that such children are not included in photographs or videos and the teacher(s) in question will be informed that the child(ren) is/are not to be included in photographs or videos.

### **Recording of Photographic Images of Pupils.**

By whom shall Photographic Images of Pupils be recorded?

The persons listed below are authorised by Scoil Mhuire to record photographic images of the pupils:

- Members of the teaching staff of Scoil Mhuire.
- Members of ancillary staff of Scoil Mhuire, i.e. Special Needs Assistants, School Secretary.
- Members of the Parents Council of Scoil Mhuire with the permission of the Principal of Scoil Mhuire.

- Professional Photographers with the express permission of the Principal or Deputy Principal of Scoil Mhuire and, in the case of team photographs at sporting events and group photographs at extra curricular events, e.g. Choral Performances, Science Exhibitions, Dramatic Events, with the express permission of the teacher in charge.

Whereas Scoil Mhuire will make all reasonable efforts to ensure that no unauthorised persons will record photographic images of the pupils within the school precincts, it recognises that it may not be possible to prevent the same in all situations, e.g. individual parents taking personal photographs at school events and thus the school can accept no liability for the same.

### **Context for Recording of Photographic Images of Pupils**

When and under what conditions shall Photographic Images of Pupils be recorded?

The recording of photographic images of pupils shall be subject to the following conditions:

- Pupils shall appear in group photographs only. Groups shall consist of no fewer than three pupils. This implies that photographs of individual pupils shall not be recorded, except with the permission of their parents/guardians.
- Under no circumstances shall the name or any other personal details of a pupil, i.e. address, telephone number appear on, beside or anywhere in the general vicinity of a photograph in which he/she appears in such a way as would allow the identification of the pupil by any person to whom he/she was not already known.
- Photographs of pupils shall not be recorded in dressing rooms, changing areas or toilets or in any context or scenario, e.g. togging out pitch side, which might render an image of a pupil in a state of full or partial undress under any circumstances whatsoever.
- At school ceremonies and other such public events, the school will publicly announce the use of photographic and audio visual equipment so that those pupils who would rather not be photographed or videoed can remove themselves. Please note that it is incumbent on any parent or guardian who has declined permission for the recording of photographic images of his/her child(ren) by the school or individuals or agencies authorised by the school to instruct their child(ren) to absent themselves from the same.

The following is a sample of events and circumstances in which photographic images of pupils may be recorded:

- Classroom Activities
- School Tours
- Field Trips
- Extra Curricular Activities
- Religious Ceremonies
- Sporting Events
- Special Occasions
- School Concerts
- Dramatic/Musical/Choral Performances
- Visits by Dignitaries/Teams/Guest Speakers/Artists/Musicians

## Publication of Photographic Images of Pupils

How shall photographic images of pupils be used?

Scoil Mhuire shall authorise the publication of photographic images of pupils via the following media:

- School Publications, e.g. School Newsletters, School Magazines, School Website.
- Classroom Publications, e.g. Class Magazines, Wall Displays.
- Photographs for display within the school precincts
- Local Newsletters and Newspapers (subject to the images in question having been sent by a member of the teaching staff with the permission of the Principal of Scoil Mhuire or having been recorded by a professional photographer with the express permission of the Principal or Deputy Principal of Scoil Mhuire and, in the case of team photographs at sporting events and group photographs at extra curricular events, e.g. Choral Performances, Science Exhibitions, Dramatic Events, with the express permission of the teacher in charge.
- Audio Visual presentations of school or classroom events e.g. School Concerts, Religious Ceremonies, Extra Curricular Activities, Sporting Events, Dramatic/Musical/Choral Performances for distribution free of charge or for sale among the school community.
- Webcast of live school events via the school website.

It should be noted that, should the school become aware of the inappropriate use of photographic images of pupils in any context by any person or persons, it will make the Designated Liaison Person and, should it be deemed necessary, any and all relevant authorities aware of the same.

Photographic images of pupils shall, under no circumstances, be distributed to unauthorised persons, organisations or agencies.

Scoil Mhuire categorically denies permission for the publication of photographic images of pupils on Social Media Websites e.g. Facebook, Twitter or their uploading to Media Sites such as Youtube.

Digital copies of photographs in which his/her child appears will, insofar as possible, be made available to a parent/guardian upon request.

Ratified by the Board of Management of Scoil Mhuire on 7<sup>th</sup> November 2013