

Policy Regarding Recording and Use of Images

Introduction

This policy applies to the recording and use of images in Scoil Mhuire.

This policy is a revision of the school's previous Policy on Photographs.

This policy was revised with reference to current Data Protection Legislation and Child Protection Guidelines, i.e. Data Protection (Amendment) Act 2003, The Data Protection Act 1998, Video Recordings Act 1989.

Rationale

Scoil Mhuire is positively disposed to the recording and publication of photographs and videos:

- for posterity
- for administrative purposes, i.e. Aladdin
- for the purposes of advertisement and celebration of important events in the life of the school and achievements of its pupils and staff
- for educational purposes in online platforms used by the school, i.e. Google Classroom, SeeSaw
- for educational purposes in school-based publications, affording pupils the opportunity to publish their work, i.e. creative writing, project work

We 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.

Aims of this Policy

1. To promote and celebrate school activities and achievements
2. To motivate pupils and encourage learner engagement
3. To promote a sense of community spirit within the school
4. To ensure that the right to privacy of children, staff and parents is respected
5. To ensure that all photographs published are in keeping with the school Child Protection Policy
6. To ensure that all photographs published are in keeping with the Catholic ethos and philosophy of the school

Permission for the Recording and Use of Images of Pupils by the School.

Scoil Mhuire seeks the permission of parents/guardians of the pupils in its Application for Admission Form for the recording and use of photographic images of their children. Parents of children enrolling in the school for the first time grant or decline such permission by indicating their preference in the section on the form which relates specifically to the issue of the recording and use of photographic images of pupils:

I acknowledge that the school records and uses images of children, in accordance with the school's POLICY REGARDING PHOTOGRAPHS, that may be published on the school's website, in the school newsletter, in school-based publications, on online platforms in use by the school (Aladdin, Google Classroom, SeeSaw etc.) and in publications approved by the school management.

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.

Whereas Scoil Mhuire will make all reasonable efforts to ensure that no unauthorised persons will record 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.

Why, by Whom, How and for what Purpose shall of Images of Pupils be recorded, used and stored?

Why shall of Images of Pupils be recorded?

The recording of images of pupils must have a clearly defined purpose, i.e.:

1. For posterity
2. For advertisement/celebration of school/pupil achievements and important school/local events
3. For educational purposes
4. For administrative purposes

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

- Classroom Activities and Publications
- School-based publications
- For School Online Learning Platforms
- For the School Website
- For School Administered Social Media (subject to written permission form parents/guardians)
- 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

By Whom shall Images of Pupils be recorded?

The persons listed below are/may be 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.
- Pupils of Scoil Mhuire, with the permission, and under the supervision of, their teachers.

IMPORTANT

Pupils must not record images of other pupils on devices such as their own tablets or mobile phones, as per the school's Acceptable Use Policy and Policy on Mobile Phones.

How shall Images of Pupils be recorded/used?

Images of pupils may be recorded by authorized school staff using a digital imaging device such as a school administered tablet or iPad. Images of pupils may, if necessary, be recorded using a mobile phone, however these images should be sent promptly to school-based storage, i.e. emailed to a school administered hard-drive and deleted from the staff member's mobile phone.

As a general rule, only images of groups of pupils, i.e. 3 or more, shall be recorded and used.

Images of individual pupils are recorded and used for the purposes of:

1. Facilitating the visual identification of pupils by teachers, on Aladdin (pupil profile photo)
2. Facilitating the visual identification of pupils by school staff, on the List of Pupils with Medical/Health Issues, i.e. those pupils who may require emergency medical intervention at school
3. The school's Online Learning Platforms, i.e. SeeSaw, Google Classroom
4. Class-based publications, i.e. SeeSaw, project work, teacher-designed worksheets, pupil profiles, Communion and Confirmation materials, etc.

Apart from 1,2,3 and 4 above, the recording and publishing of images of individual pupils for use/publication on the school website, school administered social media platforms, in whole-school publications, e.g. school magazines or in local newsletters and newspapers shall be done subject to written permission from the parents/guardians.

Names and any other personal details of pupils, i.e. addresses, telephone numbers shall not appear on, beside or anywhere in the general vicinity of images of pupils in such a way as would allow the identification of the pupil by any person to whom he/she was not already known, **unless written consent of parents has been secured**.

Images 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 facilitate those pupils who would rather not be photographed or videoed in removing themselves. Please note that it is the responsibility of any parent/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.

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

- School Administered Social Media, i.e. Scoil Mhuire's Twitter, Facebook and Youtube accounts (subject to written permission of parents/guardians)
- School Publications, e.g. School Newsletters, School Magazines, School Website.
- The school's Online Learning platforms, i.e. SeeSaw, Google Classroom, etc.
- 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.

IMPORTANT

Images of pupils are NEVER to be uploaded to the Staff WhatsApp Group.

How shall Images of Pupils be stored?

Images of pupils shall be stored on school-administered devices and hard drives, i.e.

- The school server
- School-administered laptops, chromebooks, tablets, iPads and external hard drives
- Temporarily, on staff members' mobile phones (see above)

End-of-life devices containing images of pupils will be formatted prior to recycling.

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

Recording and Use of Images of Staff

The school shall, from time to time, record and use images of staff members for the following purposes:

1. For posterity, e.g. class photos
2. For advertisement/celebration of school/pupil achievements and important school/local events
3. For educational purposes
4. For administrative purposes

Images of staff are to be used only for the purpose, as per 1-4 above, that they were recorded.

Images of staff shall never be covertly recorded, for any purpose whatsoever.

Staff are free to share their own images via the Staff WhatsApp Group, subject to those images conforming to the reasonable standards of decency and propriety expected of educational professionals. For example, a staff member may wish to share photographs of a family celebration, e.g. a photo of newborn baby, a wedding photo, a staff celebration, etc.

The school prohibits the recording of images or sound files, of any kind (still images, video, audio, etc.) of staff members by parents/guardians or pupils, without the staff member's express permission. For example, parent-teacher meetings, be they face-to-face or remote (telephone, Zoom, etc.) and online teaching sessions are not to be recorded by parents.

Staff members, if they wish, may consent to the taking of their photograph by parents/guardians at events such as First Holy Communion, Confirmation, important school events.

Teachers may share images of themselves for strictly educational purposes, via the school's online learning platforms, e.g. instructional videos via SeeSaw. All such images must conform to the strictest standards of decency and propriety expected of educational professionals.

IMPORTANT

Images of pupils recorded by staff using their own mobile phones must never, under any circumstances, be shared outside the school domain without the express permission of the Principal.

Any staff member found to have shared images of pupils with third parties outside of the school domain will be subject to disciplinary procedures, e.g. as laid out in Department of Education and Skills Circular 0049/2018 Revised Procedures for Suspension and Dismissal of Teachers and Principals.

Any serious professional shortcomings or impropriety regarding the sharing of images of themselves by teachers may render the teacher subject to disciplinary procedures as laid out in Department of Education and Skills Circular 0049/2018 Revised Procedures for Suspension and Dismissal of Teachers and Principals and/or referral to the Teaching Council.

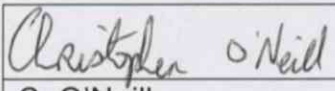
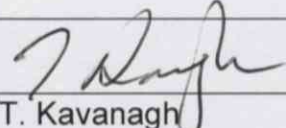
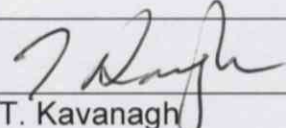
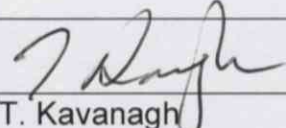
The recording of images of any kind at school by pupils, on devices other than those administered by the school, is prohibited. Pupils are forbidden to bring to school devices capable of capturing images or sound files of any kind.

The recording of images of other pupils or staff members at school by pupils, without permission and/or the misuse of those images for the purposes of satire or bullying, online or otherwise, will be subject to the school's Code of Positive Behaviour.

It should be noted by all that, should the school become aware of the inappropriate recording and/or use of images of pupils in any context by any person or persons, be they staff members, parents, pupils or members of the wider community, it will, as appropriate, make all relevant authorities aware of the same, i.e. The Teaching Council, TUSLA, An Garda Síochána.

Ratified by the Board of Management of Scoil Mhuire on 7th December 2022.

This policy will be reviewed every 4 years.

			
C. O'Neill Chairperson, BOM	7/12/2022	T. Kavanagh Principal/Secretary, BOM	07-12-22

