



# St. Patrick's Junior School

TENNIS COURT LANE, SKERRIES, CO. DUBLIN.

K34 D799

Principal: Máire Ní Chróinín

Deputy Principal: Lynsey Dungan

Roll Number: 16333Q

RCN: 20118839

## PHOTOGRAPHY POLICY

### Introduction:

This policy was recently formulated by Staff and Board of Management of St. Patrick's Junior School. The purpose of the policy is to clarify when, how and by whom photographs and/or video footage of pupils of our school may be recorded, how it may be shared and which photographic apparatus can be used for this purpose.

### Rationale:

A policy on photography in the school is necessary

- to ensure that the school has proper procedures in place in this regard in relation to Child Safeguarding and GDPR legislation
- to ensure that all stakeholders have clarity in relation to when photographs or videos may or may not be taken, how they will be stored, whether they will be shared and if so how
- to ensure that parents and guardians are given a choice in relation to the recording and sharing of their child's image at school events.

### Relationship to School Ethos:

St. Patrick's Junior School promotes openness and co-operation between staff, parents and pupils as a means towards providing the caring environment through which a child can develop and grow to full potential. The school is also mindful of its responsibilities in regard to GDPR and Child Safeguarding in this area.

### Aims/Objectives:

- To ensure the school complies with legislative requirements
- To ensure that all stakeholders understand and comply with the school's policy on the recording of still or moving images of pupils of the school
- To ensure that all stakeholders are aware of where these images are stored
- To ensure that parents are aware that their child's image will not be shared unless they explicitly consent to this.



## **Policy Content:**

### School Cameras:

- School cameras are provided to teachers so that they can keep a photographic record of events in their classrooms during the year, as an assessment tool when discussing Aistear activities with their classes, and in order to provide content for class blogs.
- Ten cameras are distributed throughout the school with two cameras kept for sharing at each class level and two cameras kept for sharing by the Additional Needs Team.
- An additional camera is kept in the Principal's office so that members of the PA can access same in order to take pictures of PA activities which take place in the school.
- Cameras are to be kept in their classroom base and returned there after use.
- Cameras are not to be removed from the premises except where they need to be repaired. In the event of a camera needing repair, school personnel will ensure insofar as possible that no images of any pupil are held on the camera when sent for repair.

### SD Cards:

- Each school camera has its own SD card, on which images are recorded and from which images will be uploaded for secure storage to the appropriate folder on the school server.
- Photos on SD cards are to be uploaded to the appropriate folder on the server as soon as possible after the images have been taken and deleted from the SD card as soon images are uploaded.

### Camera Phones:

- Under no circumstances are camera phones of any type to be used to take photos of pupils in the school.

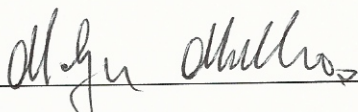
### Smart Watches/other Smart Devices:

- Under no circumstances are smart devices capable of recording photos, videos or sound files to be used to take photos or videos or to make sound recordings in the school.

### **Consent:**

Explicit consent to have images of pupils included in the school website, in local or national newspaper coverage or on social media sites will be sought from parents/guardians every year. Parents/guardians can withdraw consent at any time by requesting a new media permissions form from the school, filling it in, signing it and returning it to the school. Withdrawal of consent will operate from the date of receipt by the school of the withdrawal of same.

Approved by the Board of Mangement on Tuesday 05/02/2019.

  
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Very Rev. Melvyn Mullins, Chairperson.

## MEDIA PERMISSION FORM

Dear Parents / Guardians:

Your permission is sought to allow your child to access the internet in school and for the inclusion of your child's image and images of his or her work as detailed below. You are asked to fill a separate sheet for each of your children who are pupils here. Please fill in all fields below and return this sheet to your child's class teacher by **[date]**

Le meas,

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Máire Ní Chróinín, Príomh Oide.

As the parent/legal guardian of the pupil named below I grant permission for my son/daughter to access the internet in school. I have read and understand the **Acceptable Use Policy** and the **Photography Policy**. The policies are on the school website ([www.stps.ie](http://www.stps.ie)) under "Parents' Guide" and are also available from the office. I also understand that the school cannot be held responsible if pupils access unsuitable websites, but that every reasonable precaution has been taken by the school to provide for online safety.

I consent:

I DO NOT consent:

I understand that, if the school deems it appropriate, my child's/ward's photograph and/or photographs of his/her schoolwork, artwork or projects may be put on the **school website and/or school blog**. No personal details will be given with the photographs. The pupil continues to own the copyright in any work published.

I consent:

I DO NOT consent:

Photographs of my child/ward, usually as part of a group, may be included in **local or national newspaper coverage** of school achievements, events or initiatives. In these cases pupils will be identified by class group (first class pupils...) or by first name(s) only.

I consent:

I DO NOT consent:

Photographs of my child/ward, usually as part of a group, may be included in **online media and/or social media coverage** of school achievements, events or initiatives. In these cases pupils will be identified by class group (first class pupils...) or by first name(s) only.

I consent:

I DO NOT consent:

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**NAME OF PUPIL:** \_\_\_\_\_ **CLASS/TEACHER:** \_\_\_\_\_

**Parent Guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_