



Photographs / Digital Recordings Policy

	Date
Initial draft	09/01
Updated	9/22
Staff, parental and pupil consultation	9-10 2022
Ratified by BoM	10/22

This policy should be read in conjunction with the *Digital Technologies Usage Policy* (AUP) and *Swimming Policy* available on the school website <http://www.stpatricksns.ie/policies.php>

Explanation of Terms:

The term 'staff' refers to teachers, school secretaries and Special Needs Assistants (SNAs) (including all substitutes and students working under the direction of teachers or management) working at St. Patrick's National School, Diswellstown.

The terms 'pupil'/'children' refers to children enrolled (both past and present) in St. Patrick's National School, Diswellstown.

The term 'parent' refers to a parent or guardian of a child enrolled in St. Patrick's National School, Diswellstown.'

- i. The use of photographs / digital recordings is promoted within school as a teaching/assessment methodology. We put photographic samples / digital recordings of pupils' school work on display within the school and/or on the school website. Surnames of pupils are **not** included in identifiable photographs of pupils. School cameras, school iPads and staff smartphones are used to photograph pupils at work and engaged in other school activities. All of the photographs and videos on smartphones are deleted from the device after they have been used.

As per the Digital Technologies Usage Policy (AUP):

“The school uses digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.”

ii. Events that may be photographed include: first day of school, sports events, school teams, class work, special visits (e.g. author visits, pet farm visit), school calendar photographs, school tours, competitions and fairs e.g. Science Fair. This list is not exhaustive.

Photographs will never be taken in activities such as swimming as per our *Swimming Policy*.

iii. It also includes class photographs taken for the school calendar and special events such as Communion and Confirmation by the school photographer. Individual photographs will only be taken by the school photographer on parent's request which is arranged directly by a parent with the photographer.

iv. Photo displays/photostories may be shared with parents within the class. As per the school's Digital Technologies Usage Policy (AUP), sharing these photos/photo story is not permitted as below:

“Parents and pupils are not permitted to share digital images of pupils, staff or members of the St. Patrick's community in school related activities in mainstream or social media without explicit permission. This includes images that may have been shared by the school such as photostories.”

v. Our 'school Administration system 'Aladdin schools' facilitates the uploading of a photograph for each of our pupils. This is very useful to teachers at the start of each school year and may only be viewed by the class teacher/special education teachers/senior management team and office.

vi. We always seek **parental permission** to share photographs of identifiable individuals or groups of pupils with outside agencies to be published/posted in mainstream or social media

vii. Where we are aware that photographs of identifiable children will be published on social media, by outside agencies, we will advise (in so far as is practical) that parental permission be sought.

viii. By indicating '**No**' in the Permission this will mean your child will **not be** photographed in school by school staff under any circumstances.

ix. Parents will be asked to agree to this *Photographs / Digital Recordings Policy* annually and can opt out of this permission at any time by mail to info@stpatricksns.ie with "No Photos" in the subject line and list your child/ren's name/s and their teacher/s in the body of the email.

Photographs Policy- Ratified by Board Of Management October 22
Signed:

A handwritten signature in black ink on a light grey background. The signature is cursive and appears to read 'John Conway'.

John Conway, Chairperson BOM

A handwritten signature in black ink on a light blue background. The signature is cursive and appears to read 'Séamus Mac Conámha'.

Séamus Mac Conámha, School Principal