

Scoil Íosagáin

Photography
Policy

Photography Policy

Introductory Statement

This policy was formulated as a result of a collaborative approach between Principal, Staff, PTA and BOM of Scoil Íosagáin.

Photography of pupils in schools is subject to the General Data Protection Regulation (GDPR) 2018 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner.

This policy applies to the use of photographs in school publications, on the school website and in the press.

Rationale

Schools need and welcome positive publicity. Children's photographs add colour, life and interest to photographs of school activities and initiatives. Making use of photographs in school publicity materials can increase pupil motivation and staff morale and help parents and the local community identify and celebrate the school's achievements.

However, photographs must be used in a responsible way. Schools need to respect children's and parents' rights of privacy and be aware of potential child protection issues.

When publishing images in school publications, on the school website and in the press, the school must comply with the requirements of:

- GDPR 2018
- Data Protection (Amendment) Act 2003
- The Data Protection Act 1998
- Video Recordings Act 1989

Aims

- To protect the right of parents to consent to their child/children being photographed for particular purposes at school.
- To ensure that the right to privacy of children, staff and parents is respected.
- To ensure that all photographs published are in keeping with the school's Child Protection Safeguarding Statement.
- Emphasise the school's protective ethos towards pupils in respect of potential inappropriate use of visual images of children.

Parental Consent

All parents are asked to give their consent for photography of their child by completing a section in the enrolment form on entry to the school. A register is kept of children who must not be included in photographs or videos. In such cases it may unfortunately be necessary to withdraw the child from all or part of an activity in which he or she might be photographed. We would ask parents to consider very carefully the impact of such a decision on the child, as we would not wish any pupil to feel excluded. All reasonable measures will be taken to ensure that no child on the register is photographed or videoed. The exception to this may be photographs taken by parents at events such as school concerts and for newspapers and the media.

Guidelines for Taking Photographs

- The school is equipped with a digital camera/iPad for taking photos.
- Staff are permitted to take digital/video images on school equipment, as far as is practicable or on their own device if necessary, to support educational aims e.g. for classroom displays, projects, school activities
 1. Photos taken on staff members own devices should be emailed to the school email as soon as practicable and deleted from personal device by the end of that day.
 2. Staff members will sign a form at the beginning of the school year to confirm they have read this policy and undertake to manage school photos in this manner. (see Appendix attached)
- Photographs should be stored securely and used only by those authorised to do so
- Staff should ensure that image files are appropriately named and will not use students' names in image file names
- When taking digital/ video images teachers should ensure that the students are appropriately dressed and are not participating in activities that might bring the individual or the school into disrepute
- Digital images/ video images should not be manipulated or amended, for example, using a "cut & paste" facility. However it is acceptable to crop an image.
- Students must not take, use, share or publish images of others without consent

Guidelines for Publishing Photographs on the school website

- School Authorities will seek the consent of parents regarding the use of pupil images if publishing on the School Website.
- Parent consent forms will be retained by the school in individual pupil files
- A class record of parental consent/ non consent will be supplied to all class teachers in September of each year
- Parents may at any time withdraw their consent/ non consent for the use of pupil images and digital recordings in school publications, on the school website and in the press. Any such request must be made in writing to the school Principal.
- Photographs of pupils or staff should not be published on the school website after they leave the school, without their consent.
- When publishing digital images/ video images on the school website teachers should be mindful of the way pupils and staff may appear. Digital Images/ video images which are likely to cause embarrassment to a pupil or staff member, now or at a future date, should not be published on the school website.
- Pictures to be published on the school's website should try to focus on group activities, rather than photos of individual children.
- Personal details (including the name) of any child or adult in a photograph will not be used in association with the photograph (including in the accompanying text or the photograph caption).
- If the full name of a pupil is used in a text published on the school website, a photograph of that child will not be used to accompany the article.
- Where photographs are taken at an event attended by a large crowd e.g. during the St. Patrick's Day Parade or at a sporting event, this is regarded as a public area so it is not necessary to get the permission of everyone in a crowd shot before publishing the image on the school website

Guidelines for Taking Photographs at School Events

It is up to school management to decide if they are to allow videos or photographs to be taken by parents during school events such as School Concerts or whole school events.

Parents are not required to comply with the Data Protection Act when taking photographs of their children, for their own private use, at an organised event.

When hosting a school event where parents are permitted to take photographs or videos the school will;

- Make it clear that any images taken must be for private use only and must not be put on the internet/social media.
- Inform parents that Data Protection legislation may be contravened if photographs or videos taken at a school event are placed on the internet/social media.

Guidelines for Taking Photos at Events Hosted by a Third Party

When an event is hosted by a third party, e.g. an Taisce (Green Schools), Cumann na mBunscoil (sporting events) or Credit Union Quiz & Art Competitions, it is up to the host (An Taisce, Cumann na mBunscoil, Credit Union) to decide if they wish to allow parents to take videos or photographs at the event.

The organisers of the event (eg. An Taisce, Cumann na mBunscoil, Credit Union) should explain to parents and/or staff how images taken by the organisers are to be processed, the purpose for which they will be used, and to get any necessary consent e.g. permission to publish images on the An Taisce Website.

Images taken on behalf of the school

On occasion, official commercial video films of children may be recorded e.g. videos of school concerts. The school also arranges for a professional photographer to take class photographs and individual pupil photographs.

Where a commercial photographer is used, the following guidelines apply;

- Commercial video films may only be recorded or professional pupil photographs taken with the permission of the School Board of Management.
- Commercial photographers will be required to comply with Data Protection Legislation.
- The school will inform parents that a commercial photographer will be in attendance in school or at an event
- The school will inform parents of the purpose of taking the commercial digital/ video images and how the digital/ video images will be used.
- The school will ensure that pupils are fully supervised by a teacher/staff member at all times while the commercial/ professional photographer is present.

The Press

The use of photographs in newspapers and magazines is already subject to strict guidelines through the Code of Practice of the Press Council of Ireland.

- Press photographers should get the permission of the school principal before approaching pupils in the school to take photographs.
- The school will ensure that pupils are fully supervised by a teacher while a press photographer is present.
- The Press is exempt from the Data Protection Act, but they have to consider parental wishes if they are allowed to take photographs from which a child can be identified.
- Scoil Íosagáin will seek parental consent before providing names of children to accompany photographs published in newspapers and magazines.

Re-use of Images

- Photographs or videos published on school publicity material, School Bulletin and/or the school website may not be copied and/or re-used by staff, parents or others for any purpose other than that for which they were intended without consent.
- Data Protection legislation may be contravened if photographs or videos published on school publicity material, School Bulletin and/or the school website are copied and/or re-published for any purpose other than that for which they were intended without consent.

- The following wording will appear on our School Bulletin regarding the re-use of images.

“Please note that all photos in the Bulletin remain the property of Scoil Íosagáin. Therefore they should not be copied and/or re-used for any purpose other than that for which they were intended. Data Protection Legislation may be contravened if photos are placed on the internet/social media. Your co-operation is much appreciated.”

Concerns

- If parents have any concerns about inappropriate or intrusive photography at a school event they should report their concerns to the School Principal (or to a Staff member if the Principal is not present)
- If a parent or child wishes to have a photograph removed from the school website at any time, they should contact the school Principal.
- When a press image has been captured the data controller for that image is the media concerned and not the school. Therefore parents will need to make any objections to that organisation and not the school.
- Concerns regarding a breach of Data Protection Legislation should be reported to the Data Protection Commission.

Success Criteria

1. Photographs are published in school publications, on the school website and in the press in accordance with this policy
2. Parent Consent forms are collected and retained in individual pupil files
3. Positive feedback will be received from pupils, staff members, parents and the wider community.

Implementation & Review

This policy was ratified by the Board of Management in October 2018 and will be implemented in the school year 2018/2019 following ratification.

Signed: P. J. Harrington
Chairperson, Board of Management.

Date: 15th Oct 2018

Signed Alma Quinn
Principal.

Date: 15th Oct 2018