Polasaí Íomhánna

Images Policy

Gaelscoil Uí Néill

'Fonn a dhéanann foghlaim'

Images Policy

Introduction

Gaelscoil Uí Néill's Images Policy outlines the procedures that are to be followed by all members of the school community, from pupils, parents and staff and any person associated with the school. The aim of the policy is to safeguard the pupils and staff through the appropriate use of cameras (including digital cameras, tablets, mobile phones and camcorders) as well as the showing of photographs and television programmes/videos as part of the delivery of the Revised Curriculum.

Photographs

Permission slips are issued each year to ask parents for permission to take photographs of pupils for display and publicity purposes. If a parent declines permission, or a permission slip has not been returned, the class teacher will ensure that the child's photograph is not taken. It is the parents' responsibility to inform the class teacher in writing if this consent has been withdrawn.

Teachers

Teachers may take photographs during the school year for:

- displays;
- as a record of work done by pupils;
- sports;
- publicity; and
- website.

Each teacher has a class camera and class iPad. Only these devices will be used to take photographs/videos. Children in all images are in suitable dress. The photographs will be stored in a file labelled with the class name on the Staff File of the C2K system. This can only be accessed via Gaelscoil Uí Néill school network, by registered users. Most photographs will be deleted at the end of each school year by the class teachers but some photographs may be retained as part of the school archive. The senior management team will be responsible for this. It is the teachers' responsibility to ensure the camera is stored securely at all times until the photographs are deleted.

The teacher will print the photographs in school, but if they have to be developed a reputable chemist will be used. The teacher will bring the memory card to a local chemist and collect the photographs the same day, or the next day at the latest. When photographs are printed the images on the memory card will be deleted. When a teacher is finished with the

photographs, individual photos can be sent home but group photos will be kept for school records or shredded.

Photographs are not sent via e-mail. Digital versions of photographs will not be sent to outside organisations. A printed copy can be issued to outside organisations, with permission from parents. In certain circumstances, at the request of the parents or in special circumstances, e.g. when there is no external press organisation available, photographs may be sent via e-mail, with the express written permission of the parents/carers.

Photographs are sometimes used as part of PowerPoint demonstrations during Curriculum Meetings and Open Nights. These photographs are stored on the Staff Folder. Photographs will not be stored on individual laptops.

School Website

Photographs of pupils will be displayed on the school website. Individual names will not be included but class names will.

School Photographer

Permission slips are sent out to parents for official school photographs, which are offered for sale to the parents. A group photograph is taken of each class with parents given the option of their child being included or excluded. A senior member of staff is present at all times with pupils during the visit of the school photographer.

Newspapers / Television

Notes are issued at the start of each September to get permission for a child to be photographed for local papers, using a digital camera, or filmed for television. When a pupil's photograph is taken, the teacher is always present. When possible, a group photograph, rather than an individual, is taken. Individual names are not given to photographer. If a child's name is needed for a photograph e.g. if he/she have won a competition, the school will contact parents to get parental consent.

Students on Teaching Practice

Students will send a letter to parents seeking permission to take photographs. This letter includes dates of work experience, reason for photographs and what will happen to photographs at the end of teaching practice. The students will only use the teacher's camera and print the photographs according to school policy. Students on teaching practice will be asked to return any photographs taken of children during teaching practice.

Pupils

Pupils are not permitted to bring cameras/mobile phone/pen drives to school. A set of cameras is available for pupils' use, the use of which will be under the guidance of the class teacher and in line with school policy. Before cameras are used, the teacher will give advice on appropriate/inappropriate usage. This will include warnings about the consequences of misuse.

Parents

There are a number of times in the year where the pupils and parents come together and where parents may wish to photograph their child. Such public occasions include:

- School Performances (Christmas, end of school year);
- Feiseanna;
- Sports Day; and
- Sacraments (First Confession, Holy Communion, Confirmation)

While we would not want to stop parents taking a photograph of their children on such occasions, it is important to recognise that every child has a right to privacy. We therefore ask that parents only photograph their own child on such occasions. Photographs/recordings taken at school events are for personal use only and should not be placed on the internet or social media. In the event that a parent has made a specific request not to have his/her child's photograph taken at a public event at which a number of pupils are involved together on stage (or in a sports event), parents may be informed in writing before the event that a parent (un-named) has made this request and encouraged not to bring a camera along to the event.

School Trips

Pupils are not permitted to bring cameras or mobile phones to school or on school trips. Parents will be made aware of the consequences of the pupils' bringing mobile phones or digital devices to school with them, i.e. confiscation, returned solely to the parents

Video

Only U Certified videos and DVDs will be shown to the pupils. If the pupils are watching TV during wet breaks, they will watch a video/DVD or CBeebies. If a teacher wants the pupils to watch a programme/DVD which is not U certified, written permission will be sought from parents.

Recording

Gaelscoil Uí Néill may record school plays or other events to keep an archive. Pupils will only be included if permission has been granted by the parents. Many parents want to record Christmas concerts and are permitted to do so unless a parent objects, as outlined in the 'parents' section above.

Links to Other Policies

This policy is linked to the following policies:

- The Child Protection Policy
- The Pastoral Care Policy
- The Policy for the Safe Use of the Internet
- eSafety Policy

Consultation

This policy has been produced in consultation with school Governors, all members of the school staff, and with the parents of the pupils of Gaelscoil Uí Néill. The policy has also been produced in consultation with the SELB's Pupil Personal Development Service.

Monitoring and Review

The policy will be monitored on a continual basis by all members of staff and will be formally reviewed once every two years.

I have read the Images Policy and I give permission for the Gaelscoil staff to take photographs of my child. ☐

I have read the Images Policy and I do not give permission for the Gaelscoil staff to take photographs of my child. ☐

Signature of parent ______________________________ Date ____________

Any comments:

Polasaí Íomhánna

Intreoir

Cuireann Polasaí Íomhánna Gaelscoil Uí Néill síos ar na nósanna imeachta atá le leanúint ag gach ball de phobal na scoile, idir dhaltaí, thuismitheoirí, bhaill foirne agus duine ar bith a bhfuil baint aige/aici leis an scoil. Is é is cuspóir leis an pholasaí ná na daltaí agus an fhoireann a chosaint trí úsáid fhóirsteanach ceamaraí (le ceamaraí digiteacha, gutháin phóca agus fístaifeadáin san áireamh) chomh maith le grianghraif agus cláir theilifíse/taifeadáin a thaispeáint mar chuid den Churaclam Athbhreithnithe á chur i láthair.

Grianghraif

Eisítear liarlóga ceadaithe ag tús na bliana chun cead a iarraidh ar thuismitheoirí go nglacfar grianghraif de na daltaí ar mhaithe le taispeántais agus poiblíochta. Má dhiúltaíonn tuismitheoir cead, nó munar cuireadh liarlóg ar ais chun na scoile, déanfaidh an múinteoir cinnte nach nglacfar grianghraif den dalta. Tá sé de dhualgas ar an tuismitheoir cur in iúl don mhúinteoir i scríbhinn má aistarraingítear an cead.

Múinteoirí

Is féidir go nglacfadh múinteoirí grianghraif le linn na scoilbhliana ar mhaithe le:

- taispeántais;
- mar thaifead den obair déanta ag daltaí;
- spórt;
- poiblíocht; agus
- líonláithreán.

Tá ceamara scoile ag gach múinteoir agus ní bhainfear úsáid ach as an cheamara scoile seo le grianghraif a ghlacadh. Beidh na páistí i gcónaí gléasta go fóirsteanach in íomhánna. Stóráilfear grianghraif i gcomhad lipéadaithe le hainm an ranga ar an Chomhad Foirne ar chóras C2K. Is iad úsáideoirí cláraithe amháin a bhfuil rochtain acu ar an chomhad seo. Glanfaidh an múinteoir an chuid is mó de na ghrianghraif ag deireadh na scoilbhliana ach is féidir go gcoinneofar cuid acu ar mhaithe le taifead de stair na scoile a choinneáil. Beidh foireann shinsearach na scoile freagrach as seo. Tá sé de dhualgas ar an mhúinteoir a dheimhniú go stóráiltear an ceamara go sábháilte i gcónaí go dtí go nglantar na híomhánna.

Priontálfaidh an múinteoir na grianghraif sa scoil, ach má chaithfear iad a phriontáil taobh amuigh den scoil bainfear úsáid as cógaslann a bhfuil cáil uirthi. Tabharfaidh an múinteoir an cárta cuimhne chuig an chógaslann agus

baileoidh sí na grianghraif ar an lá céanna, nó an lá ina dhiaidh ar a mhoille. Nuair a phriontáiltear grianghraif, glanfar na híomhánna den chárta cuimhne. Nuair atá an múinteoir críochnaithe leis na grianghraif, is féidir grianghraif aonaracha a chur chun an bhaile ach coinneofar nó scriosfar grianghraif ghrúpa.

Ní chuirtear grianghraif tríd an ríomh-phost. Ní chuirfear grianghraif dhigiteacha chuig gníomhaireachtaí taobh amuigh den scoil. Is féidir cóip phriontáilte a thabhairt do ghníomhaireachtaí taobh amuigh, le cead ó thuismitheoirí.

Baintear úsáid as grianghraif in amanna mar chuid de chur i láthair ag Cruinnithe Curaclaim agus Oícheanta Oscailte. Stóráiltear na grianghraif seo ar an Chomhad Foirne. Ní stóráilfear grianghraif ar ríomhairí glúine aonaracha.

Líonláithreán na Scoile

Taispeánfar grianghraif de na páistí ar líonláithreán na scoile. Ní chuirfear ainmneacha na ndaltaí ar taispeáint ach beidh ainmneacha na ranganna ann.

Grianghrafadóir na Scoile

Cuirtear liarlóga ceadaithe amach chuig tuismitheoir maidir le grianghraif scoile oifigiúla, a dhíoltar le tuismitheoir ina dhiaidh. Glactar grianghraf ranga de gach ranga agus tugtar rogha do na tuismitheoirí a bpáistí a bheith ann nó gan iad a bheith ann. Bíonn ball sinsearach foirne i gcónaí i láthair leis na daltaí le linn chuairt ghrianghrafadóir na scoile.

Nuachtáin / Teilifís

Eisítear nótaí ag tús na bliana le cead a fháil le grianghraif a ghlacadh de pháistí do nuachtáin áitiúla nó le páistí a thaifeadadh don teilifís. Nuair a ghlactar grianghraf de pháiste, bíonn múinteoir i gcónaí i láthair. Nuair is féidir, glactar grianghraf grúpa, seachas grianghraf duine. Ní thugtar ainmneacha don ghrianghrafadóir. Má tá ainm dalta de dhíth le haghaidh grianghraif, m.sh. más amhlaidh gur bhain sé/sí comórtas, rachaidh an scoil i dteagmháil le tuismitheoirí le cead a fháil.

Mic Léinn ar Chleachtadh Teagaisc

Cuirfidh mic léinn litir chuig tuismitheoirí ag iarraidh cead chun grianghraf a ghlacadh. Cuirfidh an litir síos ar dhátaí an taithí oibre, an fáth leis an ghrianghraf agus cad é a tharlóidh do na grianghraif ag deireadh an chleachtadh teagaisc. Bainfidh an mac léinn úsáid as ceamara an ranga amháin agus priontálfar na grianghraif de réir an pholasaí seo.

Daltaí

Níl cead ag daltaí ceamaraí/gutháin phóca/cipíní cuimhne a thabhairt leo ar scoil. Tá tacar ceamaraí ann do na daltaí agus beidh siad in úsáid faoi threoir an mhúinteora agus ag cloí leis an pholasaí seo. Tabharfaidh an múinteoir treoir do na daltaí ar úsáid fhóirsteanach/mhífhóirsteanach sula n-úsáidfear na ceamaraí, le rabhadh ar thorthaí mí-úsáide san áireamh.

Tuismitheoirí

Tá roinnt uaireanta sa bhliain ann nuair a thagann daltaí agus tuismitheoirí le chéile agus ba mhaith le tuismitheoirí grianghraif a ghlacadh dá bpáistí. Seo thíos cuid de na hócáidí:

- Léirithe Scoile (Nollaig, deireadh na scoilbhliana);
- Feiseanna;
- Lá Spóirt; agus
- Sacraimintí (An Chéad Fhaoistin, An Chéad Chomaoineach, an Cóineartú).

Cé nár mhaith linn stop a chur le tuismitheoirí ag glacadh grianghraf dá bpáistí ar a leithéid d'ócáid, tá sé tábhachtach a aithint go bhfuil ceart chun príobháideachais ag gach dalta. Iarraimid ar thuismitheoirí, mar sin de, grianghraf a ghlacadh dá bpáistí féin amháin ar na hócáidí sin. Tá grianghraif /taifeadáin ann ar mhaithe le húsáid phearsanta agus níor choir ias a chur ar an líonláithreán. Más amhlaidh go ndéanann tuismitheoir iarratas ar leith gan grianghraf a ghlacadh dá pháiste ag ócáid phoiblí ina mbíonn méid áirithe daltaí le chéile ar an ardán (nó ag imeacht spóirt), is féidir go cuirfear in iúl do thuismitheoirí i scríbhinn roimh an imeacht gur iarr thuismitheoir (gan é/í a ainmniú) gan grianghraf a ghlacadh agus iarrfar ar thuismitheoirí gan ceamara a thabhairt leo chuig an imeacht.

Turais Scoile

Níl cead ag daltaí ceamaraí nó gutháin phóca a thabhairt ar scoil leo nó iad a thabhairt ar thurais scoile.

Fístaifeadáin

Ní thaispeánfar ach fístaifeadáin agus DVDanna 'U' Cláraithe do na daltaí. Má tá na daltaí ag amharc ar TV le linn sosanna fliucha, amharcfaidh siad ar fístaifeadán/DVD nó CBeebies. Dá mba mhaith le múinteoir go n-amharcfaidh na daltaí ar chlár/DVD mar chuid de sholáthar an churaclaim, cuirfear litreacha chun an bhaile le cead a fháil. I gcúinsí ar leith, tig scannáin PG a thaispeáint do na daltaí, ach iarrfar cead ó na tuismitheoirí ar dtús.

Taifeadadh

B’fhéidir go dtaifeadfaidh Gaelscoil Uí Néill drámaí nó imeachtaí eile le coinneáil mar chuid de stair na scoile. Is iad na daltaí a bhfuil cead tugtha dá dtaifeadadh amháin a bheith páirteach sa dráma i gcásanna mar seo. Is minic a ba mhaith le tuismitheoir Ceolchoirm na Nollag a thaifeadadh agus tá sé seo ceadaithe ach amháin má iarrann tuismitheoir ar leith gan a leithéid a dhéanamh, mar a luaitear thuas faoi chaibidil ‘tuismitheoirí’.

Naisc le Polasaithe Eile

Tá an polasaí seo nasctha leis na polasaithe seo thíos:

- Polasaí ar Chosaint Páistí
- Polasaí Tréadchúraim
- Polasaí ar Úsáid Shábháilte an Idirlín

Comhairliú

Rinneadh comhairliú le Gobharnóirí na scoile, gach ball d’fhoireann na scoile agus le tuismitheoirí chun an polasaí seo a chur le chéile. Cuireadh an polasaí seo le chéile fosta i gcomhair le Seirbhís um Fhorbairt Shóisialta Dalta de chuid an BOLD.

Monatóireacht agus Athbhreithniú

Déanfar monatóireacht leanúnach ar an pholasaí seo agus déanfar athbhreithniú air go foirmiúil gach dhá bhliain.

- In certain circumstances, e.g. when there is no external press organisation involved, photographs may be sent via e-mail, with the express written permission of the parents/carers;
- Parents will be made aware of the consequences of the pupils’ bringing mobile phones or digital devices to school with them, i.e. confiscation, returned solely to the parents
- Students on teaching practice will be asked to return any photographs taken of children during teaching practice