

# Our Lady of Fatima



## Policy Statement on 'Taking and Publishing Photos and Videos at School'.

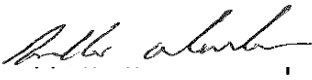
The widespread ownership of mobile phones and a range of other personal devices among children, young people and adults will require all members of Our Lady of Fatima Special School Community to take the following steps to ensure mobile and personal devices are used in the following ways to Take and Publish photos and images.

The school will ensure that all images and videos take place in accordance with other policies and procedures including Data Protection, Acceptable Use Policy, Code of Conduct, Mobile Phone Policy, etc.

In line with our Acceptable Use Policy, written permission from parents or guardians will always be obtained on enrolment. All members of the school community are made aware of the implications of sharing photographs and video content on social media. The school will never post the full name, age or any other personal details with a child's photo on our website

### **Guidelines for Staff:**

- Staff may only use school devices when recording video or taking school photos or recording events in which the school are involved in.
- Staff do not ever publish photos of the students or school activities on social media.
- Staff or volunteers do not ever use their own mobile phones to take photos or videos of school events.
- School secretary **Jennifer** is responsible for taking all school photos i.e. Sports Day, Awards, etc.

- One s  nsible for checking that personal data is not published next to pupils' photos on the website - **Mrs. Glenda McKeown (Teacher)**.
- The school maintains a database of photo and permission forms, where permissions can be easily found (**School Files**)
- All teachers and SNA s know where to receive guidance in case of doubt.
- The whole school community, including students will receive training concerning photos and the use of social media on **Safer Internet Day**.

**Guidelines for Parents:**

- Students are **not permitted** to take photos or video any member of the school (student or staff) community on their own devices during school events.
- Parents are **not permitted** to take photos or videos at school events.
- Parents will be sent a **TextaParent reminder** by School secretary to remind them before each event.

**Ratified by the Board of Management on 13<sup>th</sup> March, 2018**

Signed:  \_\_\_\_\_  
**Chairperson, B.O.M.**