

**Scoil Baile an Droichid
Bridgetown
Co. Clare
18467B**

Use of Images Policy

Introduction:

This policy was drawn up in response to technological advances and to complement the Revised Child Protection Guidelines.

Rationale:

Our aims are:

- to provide a safe place for the pupils and staff
- to ensure correct use of images both in the school and wider environment
- to monitor correct use of images on website pages

Internal School Policies

In line with our Child Protection Policy, the following will be adhered to in our school:

- the school will undertake to seek the parents' or guardians' permission for the use of photographs of pupils for any publicity purposes
- at school ceremonies and other public events, the school will publicly announce the use of photographic and audio visual equipment so that anyone who would rather not be photographed or videoed can remove themselves.
- Only images of pupils in appropriate dress will be used

- Inappropriate use of images will be brought to the attention of the Designated Liaison Person (DLP), Ms. Foster.
- No images of any pupil may be taken by any person or external agency without receiving the prior authorisation of the school principal
- Photographs taken of children involved in school activities will be displayed in the school newsletter, school building and on the school website.
- Camera phones will not be permitted in school (see Mobile Phone & Electronic Games Policy).
- Photographs of individual staff members will not be displayed outside the school environment unless consent from the individuals has been received.
- Photographs of pupils and/or staff members will not be displayed on internet sites/websites without the expressed written permission of the individual staff or consent from the parents/guardians

Roles & Responsibilities:

All persons involved in the school community have responsibility for upholding this policy.

Ratification:

This policy was ratified by the Board of Management.

Signed: _____

Date: _____

Review:

This policy will be reviewed on an annual basis or as changes in technology occur.