

***Mobile Phone & Photograph Policy***

Introduction

This policy applies to the use of Mobile Phones and the taking of Photographs in the school

Rationale

This policy was formulated in accordance with current Data Protection Legislation and Child Protection Guidelines

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

Aims

1. To keep photographic record of Students, work for their PLU folders
2. To have visual evidence of Students achievements to share with their Parents.
3. To promote a sense of community within the school
4. To ensure that the right to privacy of children and parents is respected
5. To ensure all photographs published are in keeping with the school Child Protection Policy

* Mobile phones should be used only for school related purposes during school hours, particularly when it is necessary to inform other staff of a potentially problematic situation.
* If Teachers are using their own phones to communicate with parents, they should set their phone on ‘Private mode’.
* Staff should exercise caution when using phones. **Only** when necessary, use of phones to be reviewed regularly in the context of each class.

Guidelines for taking Photographs

* The school is equipped with 12 mobile phones for taking photos
* Each classroom will have its own mobile phone for taking photos of student engagement in school based activities.
* All staff in the classroom will have access to this phone for the purpose of taking photos to support educational aims eg for Classroom displays, PLU folder evidence or school leaver photos
* Photos should be removed from devices promptly and transferred and saved to class laptop as soon as possible. Photos should then be deleted immediately from phones.
* When taking digital images teachers should ensure that students are appropriately dressed and are not participating in activities that bring the individual or the school into disrepute
* Students must not take, use, share or publish images of others without consent

End of Year saving of Photos to hard drive

* In May/early June of each school year Avril Holland/Lydia O’Mahony & Linda Devine will send a hard drive to each class in the school. All photos will be taken from class laptop/computer and put onto the hard drive. Class staff will have already uploaded photos from the class phone onto their class laptop. Photos will also be saved on the one drive of [photos@scoiltriest.ie](mailto:photos@scoiltriest.ie) which only Avril/Lydia & Linda have access to.
* If the class laptop/computer needs to be replaced please ensure that all photos are taken from it before it is disposed of. Aoife Browne, engineer at Eonvia, our I.T. Support Company will remove photos on request.
* Please note that you must ensure that photos are deleted from your i-cloud and your phone.

School Leavers Photographs

* Avril/Lydia & Linda will sort through all photos saved on hard drives and give photos for slide show/photo books of any school leavers to Class Teacher.

Permission

* Permission must be sought from parents to use any photos of their son/daughter which is to be circulated outside the school. This applies to books and photos relating to school leavers.
* As per confidentially policy, the circulation of photos for any newspaper, television programme etc. can only be done with permission from parents.
* At confirmation ceremonies, school mass, celebrations etc. Parents are permitted only to take photos of their own children unless they have the permission of other parents. Videos are not allowed to be taken by parents at any school gatherings.

Guidelines for the use of Mobile Phones

* Mobile phones should be used only for school related purposes during school hours, particularly when it is necessary to inform other staff of a potentially problematic situation.
* If Teachers are using their own phones to communicate with parents, they should set their phone on ‘Private mode’.
* Staff should exercise caution when using phones. **Only** when necessary, use of phones to be reviewed regularly in the context of each class.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Judith Conway, Chairperson, Board of Management

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jerry Ryan, Principal

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_