



# Polasaí Íomhánna

## Réamhrá

Cuireann Polasaí Íomha Ghaelscoil Éadan Doire na nósanna imeachta atá le leanúint ag gach ball de phobal na scoile, idir páistí, tuismitheoirí, foireann na scoile, agus dóibh siúd atá baint ar bith acu leis an scoil in iúl. Is é aidhm an pholasaí seo ná páistí agus foireann na scoile a chosaint, trí úsáid chuí a bhaint as ceamairí (ceamairí digiteacha, taibléid, fóin soghluaiste agus taifeadáin físteip san áireamh). Tugtar an polasaí seo do thuismitheoirí nua na scoile agus iad ag déanamh clárúcháin ar a bpáiste sa scoil.

## Grianghraif

Tugtar nótaí ceadú amach nuair a chláraítear páiste ar scoil. Léirítear sa nóta seo má atá cead ag an scoil grianghraf an pháiste a úsáid mar chuid de thaispeántas éigin, é a chur sa pháipéar nuachtáin nó é a chur ar líne ó thaobh poiblíocht na scoile de. Muna thugann an tuismitheoir cead don scoil grianghraf an pháiste a úsáid, nó muna fhilltear an nóta ceadú, déanfaí cinnte de nach n-úsáidfear grianghraf an pháiste sin.

## Múinteoirí

Tá cead ag múinteoirí grianghraf na bpáistí a ghlacadh ar na cúiseanna seo a leanas:

- Mar thaispeántas ranga/scoile
- Mar thaifead den obair atá déanta ag na páistí
- Mar thaifead ar ócáid faoi leith, a n-úsáidfear sa todhchaí gairid do phoiblíocht na scoile ar líne nó sa pháipéar nuachtáin
- Chun uasdátú a dhéanamh ar shuíomh gréasáin na scoile.
- Chun uasdátú a dhéanamh ar leathanach Facebook na scoile.

Tá ceamara ranga ag gach múinteoir agus tá fóin soghluaiste na scoile ann. Ní úsáidfear ach na gléasanna seo chun grianghraif/físeán a ghlacadh. Stóráilfear na gléasanna seo i gcód faoi leith, le hainm an ranga, ar líonra comónta na scoile. Ní bheidh teacht ar an gcód seo ach ag múinteoirí Gaelscoil Éadan Doire, atá ina n-úsáideoirí cláraithe na scoile. Scríosfar formhór na híomhánna seo ag deireadh na scoilbhliana gach bliain, ag na múinteoirí. Foraor áfach, d'fhéadfaí cúpla grianghraf a choinneáil i gcartlann na scoile. Beidh an fhoireann bainistíochta sinsir freagrach as seo. Is é freagracht na múinteoirí a bheith cinnte de go stóráiltear ceamara na scoile in áit atá slán sábháilte i gcónaí go dtí go bhfaightear réidh leis na híomhánna atá orthu.

Cuirfear grianghraf na bpáistí ar thaispeántais éagsúla ar shuíomh gréasáin na scoile nó ar leathanach Facebook na scoile. Ní chuirfear ainmnithe na bpáistí san áireamh, ach beidh ainmneacha an ranga ann.

## Páistí na Scoile

Ní ceadófar do pháistí na scoile a gcuid ceamairí/meáin taifeadta pearsanta a thabhairt ar scoil leo. Tá seit ceamaire ar fáil do pháistí na scoile le n-úsáid faoi threoir an mhúinteora agus mar a leagtar amach i bPolasaí na Scoile. Sula n-úsáidtear na ceamairí seo, tabharfaidh an múinteoir comhairle dóibh faoi úsáid/mhí-úsáid na meáin. Má atá fóin soghluaiste ag páiste na scoile, fágfar sa mhála scoile é mar atá luaite i bPolasaí Fóin Soghluaiste na Scoile.

## Tuismitheoirí

Tá amanta faoi leith ina thagann páistí agus tuismitheoirí na scoile le chéile i rith na bliana agus beidh tuismitheoirí ag iarraidh grianghraf dá bpáiste a ghlacadh. Cuid de na hócáidí poiblí seo ná:

- Taispeántais Scoile (An Nollaig, deireadh na scoil bliana);
- Comórtais Scoile
- An Lá Spóirt
- Na Sacraimintí (An Chéad Aithrí, An Comaoineach Naofa, An Cóineartú)
- Tionóil Scoile... srl.

Cé nach bhfuil sé i gceist againn cosc a chur ar thuismitheoirí agus iad ag glacadh grianghraif dá bpáistí ar laethanta mar seo, tá sé tábhachtach go n-aithnítear na cearta atá ag gach páiste dá gcuid príobháideachas. Dá bharr sin, iarraidimid go dtógfaidh thuismitheoirí grianghraf dá bpáiste féin ach amháin. Caithfear a aithint go bhfuil griangraif/físteaifeadte ó hócáidí scoile le haghaidh úsáid pearsanta ach amháin. Níor cheart go gcuirfear ar an idirlíon iad nó ar na meáin shóisialta. Ní fhoilsíonn an scoil grianghraif ach ó pháistí atá cead faighte ó na thuismitheoirí sin é a dhéanamh.

Tá cearta ag an scoil iarraidh ar thuismitheoirí/cuairteoirí na scoile gan ghrianghraif/meáin tiafeadte a úsáid má chuireann sé isteach ar ócáid faoi leith, nó má atá buairt ag an scoil go mbainfear mí-úsáid as na híomhánna. Iarrtar ar thuismitheoirí meas a léiriú ar thuairimí daoine eile agus ar achainí ar bith déanta ag an scoil.

### **Turais Scoile**

Níl cead ag daltaí na scoile ceamairí nó fón soghluaiste a thabhairt leo ar scoil nó ar thurais scoile.

Ní thabharfar cead ag an scoil do chomhlachtaí neamhspleách ghriangraif a ghlacadh de na páistí.

### **Ag déanamh Taifid**

Tá cead ag Gaelscoil Éadan Doire taifead de Seóanna Scoile nó ócáidí eile a dhéanamh le coinneáil i gcartlann na scoile nó le hócáidí scoile a chur amach i mbéal an phobail. Ní chuirfear aon íomhá de pháiste thuas muna fhaightear cead ó a thuismitheoirí sin.

### **Ag Foilsiú:**

Tá freagracht ag ball sinsir d'fhoireann bainistíochta na scoile le grianghraif nó fístaifidte a fhoilsiú. Déanfar seic ar chuile ghrianghraf nó fístéip sula fhoilseofar é. Ní fhoilseofar riamh aon ghrianghraif de pháiste ina n-aonair ar líne, ach d'fhéadfaí na híomhánna seo a úsáid mar chuid de thaispeántas ranga nó cur i láthair le thaispeántas sleamhnán.

### **I gcomhairle le:**

Rinneadh dréacht den pholasaí seo i gcomhairle le foireann na scoile, Coiste na dTuismitheoirí agus Bord Bainistíochta na Scoile.

### **Faomhadh le Bord Bainistíochta na Scoile ar an;**

**Dáta: 27/3 /19**

**Síniú: Lesley Gavin**

**Cathaoirleach**

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## Copy Of Consent Form on Enrolment Form:

### Grianghraif / Fiseáin Photographs / Videos:

Teastaíonn ón scoil grianghraif agus fiseáin a thógáil do na páistí ó am go chéile le crochadh / le taispeáint sa scoil nó le cur ar aghaidh chuig na nuachtáin, le cur ar shuíomh idirlíona na scoile, ar leathanach 'Facebook' na Scoile nó ar Mheán Shóisialta eile. Má thugann tú cead don scoil é seo a dhéanamh iarrtar ar thuismitheoirí an duillín thíos a líonadh agus a shíniú. Tá trí bhosca éagsúla le ticeáil.

*The school from time to time wishes to take photographs and videos of the children to display / show in school, to send to newspapers, to upload to the school's website or 'Facebook' page or other social media platforms. If you give the school permission to do this please fill in the slip below and sign it. There are three separate boxes to tick.*

**Tugaim / Tugaimid cead don scoil grianghraif a ghlacadh do mo pháiste / dár bpáiste.**

*I / We give the school permission to take photographs of my/our child*

**Tick tic**

[ ]

**Tugaim / Tugaimid cead don scoil grianghraif do mo pháiste / dár bpáiste a chur ar líne nó a sheoladh chuig nuachtáin.**

*I / We give the school permission to put photographs of my/our child on line or to send them to newspapers*

[ ]

**Tugaim / Tugaimid cead don scoil grianghraif do mo pháiste / dár bpáiste a chur ar Facebook nó ar meáin shóisialta eile.**

*I / We give the school permission to put photographs of my/our child on Facebook or other social media platforms*

[ ]

**Ainm an Pháiste** *Child's Name:* \_\_\_\_\_

**Rang an Pháiste** *Child's Class:* \_\_\_\_\_

**Síniú an Thuismitheora/ Chaomhnóra**

*Parent's / Guardian's Signature*

1. \_\_\_\_\_

2. \_\_\_\_\_

**Dáta** *Date:* \_\_\_\_\_



# Images Policy

## **Introduction**

*Gaelscoil Éadan Doire'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 video recorders). This policy is given to all new parents on the enrolment of their child in the school.*

## **Photographs**

*Permission slips are issued when each child is enrolled in the school to ask parents for permission to take photographs of pupils for display and publicity purposes newspapers, online platforms and social media platforms. If a parent declines permission, or if a permission slip has not been returned, the school will ensure that the child's photograph is not taken.*

## **Teachers**

*Teachers may take photographs during the school year for:*

- *Display purposes*
- *as a record of work done by pupils*
- *to record an event which may be later used for publicity purposes on line or in newspapers*
- *to update the school website.*
- *To update the school's facebook page*

*Each teacher has a class camera and there is a school phone. Only these devices will be used to take photographs/videos. The photographs will be stored in a file labelled with the class name on the common school drive. This can only be accessed via Gaelscoil Éadan Doire's 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.*

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

## **Pupils**

*Pupils are not permitted to bring cameras/recording devices 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. If children have mobile phones they will remain in their school bags as of our Mobile Phone Policy.*

## **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);*
- *School competitions*
- *Sports Day*
- *Sacraments (First Confession, Holy Communion, Confirmation)*
- *School assemblies etc.*

*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. The school only posts photographs of children where permission has been given.*

*The school reserves the right to ask parents/visitors not to take photographs of children / use videoing equipment if it disrupts an event or the school feels the images may be used inappropriately. Parents are asked to respect the views of others and any requests made by the school.*

### **School Trips**

*Pupils are not permitted to bring cameras or mobile phones to school or on school trips.*

*The school will not give permission to outside agencies to photograph the children.*

### **Recording**

*Gaelscoil Éadan Doire may record school plays or other events to keep an archive or to publicise school events. Pupils will only be included if permission has been granted by the parents.*

### **Publishing:**

*A member of the school's senior management team is responsible for publishing photographs or video clips. All photographs and video clips are checked prior to publishing. Photographs of individual children will never be published online but these photographs may be used for classroom display or classroom slideshow purposes.*

### **Consultation:**

*This policy was drafted in consultation with the school staff, Parent's Committee and Board of Management.*

**Ratified by the School's Board of management on the;**

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

**Signed:** \_\_\_\_\_

**Chairperson**

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*Parent's / Guardian's Signature* 1. \_\_\_\_\_

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**Dáta** *Date:* \_\_\_\_\_