

St. Joseph's Grammar School

Scoil Iósaef



Use of Images Policy

Policy Author	Mrs O McCourt (VP) Ms D Dolan Head of ICT/ UICT Co-ordinator
Frequency of Review	Bi-Annual
Date of Last Review	April 2024
Date Approved by Governors	June 2023
Proposed by	
Seconded by	
Date of Next Review	June 2025

1. Rationale

As a means of celebrating the many successes of our pupils (academic and extra-curricular) St. Joseph's Grammar School would like to publish **photographs/ moving images/ videos** of students involved in school activities and/or samples of their work. We believe this instils in our pupils a sense of pride and achievement that they have been recognised for their endeavours. It also allows us to inform the wider learning community about life at St. Joseph's Grammar School showcasing the rich pool of talent we have.

Celebration of success is usually done in the following ways

- on the school website <http://stjosephsdonaghmore.com>
- on the school X (Formerly known as Twitter) account <https://twitter.com/SJS41>
- on the school Facebook account <https://www.facebook.com/Donaghmore-Convent>
- on the school Instagram account <https://www.instagram.com/St Joseph's Grammar School Donaghmore>
- using videos uploaded to the school YouTube channel
- individual departmental Twitter and Instagram accounts
- the school app or other similar educational technologies endorsed by school
- local press/newspapers
- printed material e.g. school prospectus or other similar promotional material
- wall displays within school
- work uploaded to an online classroom
- Participating in an online classroom for academic or pastoral purposes

2. Use of Photograph Guidelines

To reduce the risk of inappropriate, unsolicited attention from people outside the school community, the following will be adhered when publishing on the **school website or social media accounts**:

- ✓ Only **appropriate** images of pupils will be used
- ✓ Photographs of pupils used on the website/social media and will only bear their first name and year group, **not their full name**
- ✓ Photographs will not identify individual pupils. Group shots will be used in preference to 'passport' style images (when possible)

3. Local Press

We like to publish photographs in the local press/newspapers e.g. Tyrone Courier, Democrat, Observer, Tyrone Times and occasionally the Irish News. Feedback from parents is they appreciate this as family and friends are able to see the great work or activity that their child was involved in. It is a valuable opportunity for pupils to be recognised for their endeavours.

*Local press however will not publish a photograph unless we provide **full names** of those pupils included in the image.*

4. What are you required to do?

Parents are required to complete the **consent form** and return it with your child to their form teacher at your earliest convenience. This will be filed for the duration of your child/children's attendance at St. Joseph's Grammar School. It will only need to be signed again if there are significant changes to the Use of Photograph guidelines.



St. Joseph's Grammar School Donaghmore



Use of Images/ Moving Images Consent Form

I have read the guidelines for the use of images/ moving images in school and give my consent to my child's photos being used in accordance with the guidelines stated.

Name of pupil:	
Form Class:	
Parent/Guardian signature:	
Date:	

Completed forms should be returned to the pupil's **Form Teacher**

For Official use only

Date received by form teacher	
Form teacher signature:	
Date entered on SIMS by Office	
Office signature:	