

Policy on the Taking and Using Of Photographs of Students (Photographs include Video and Digital Imaging)

When students are enrolled in the school permission will be sought from their Parent(s)/Guardian(s) (Appendix 1) to take and use their photographs or videos for educational purposes.

Taking and Using Photographs of Students

Individual, group/whole class and school events photographs are taken. These photographs of students are taken and used in Danu CSS to

- Promote language and communication
- Improve communication skills
- Enhance access to a broad and balanced curriculum
- Accompany student profiles

Only school devices such as iPads or school camera's will be used for taking photographs. The use of mobile phones for taking photographs of students is strictly forbidden. Photographs of the students will only be downloaded onto school computers and not onto any staff home computers.

Photographs of students will only be laminated for the following purposes

- To make materials for students to work with
- To display in the School

End of the School Year

A maximum of 10 photographs of each student should be kept and placed in their school records at the end of the year (digitally and hardcopy). All other photographs of students will be shredded by class teacher at the end of the school year. Laminated photographs will be cut into small pieces. Other photographs on class computers will be deleted.

Sending Photographs Home

Personalized readers and books which may include photographs of a student's class friends may be sent home during the school year to enable the student and Parent(s)/Guardian(s) to discuss significant events in the student's school life and/or to promote literacy.

A group photograph of each class may be taken by the class teacher at the beginning of the year and this will be sent home with all the students in the class.

Success Criteria

Compliance with Danu CSS's Policy on the Taking and Using Of Photographs of Students in Danu Community Special School.

Roles and Responsibilities

The school staff, under the direction of the Principal will implement and monitor this policy.

Review and Ratification

Timeframe

This policy will be implemented by 1st May 2026 and will be reviewed bi-annually. Next review date 1st May 2028 by AP II C Post Holder, Darragh Slater.

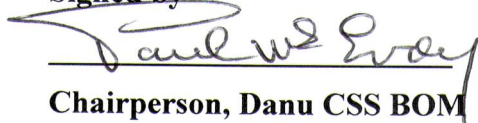
Ratification and Communication

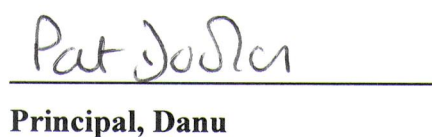
This policy is available to all staff electronically on the schools shared site in the curriculum folder and on classroom laptops. A hardcopy of this policy will also be kept in each classroom in the Policy and Procedures Folder.

This policy is available to Parents and Guardians on the school website or if requested through the office a hardcopy will be made available. Ratified by the Board of Management on this date

17-6-26.

Signed by


Chairperson, Danu CSS BOM


Principal, Danu

Appendix 1

PHOTOGRAPHIC & VIDEOGRAPHIC IMAGE CONSENT FORM

Photographs and videos are stimulating forms of media which can motivate and inspire students. Research has shown that using such forms of media in education can help encourage creativity, motivation, as well as improve communication and team-working skills.

Danu Community Special School asks that parent(s)/guardian(s) consent to their son/daughter being featured in photographic and video graphic promotional material. This form is requesting that consent be given for each use of photograph or video footage. If such consent is given, the following procedures will apply with regard to taking photographs or video footage of students in Danu CSS:

1. Staff will be aware of possible Child Protection issues when taking photographs of students and in relation to where these photographs are used.
2. Students may be identified in these publications in recognition of their participation in events/activities, except where the publication is online.
3. Students in photographs or videos published on DDLETB and/or Danu CSS website will not be named or identified in any way other than by group.
4. Consent to the processing of a photograph and/or video can be withdrawn at any time by filling out a Consent Withdrawal Form which is from the school and submitting it to the school or directly to the DDLETB's Data Protection Officer/Anne Deans at annedeans@ddletb.ie If you chose to withdraw your consent, the school will no longer use your photographic or video graphic image for the purposes set out below. However, processing already carried out may not be able to be redacted e.g. if a photograph was published in a newspaper or past yearbook already printed.
5. All online media promotion on behalf of the school is underpinned by our Internet Safety Policy which can be provided by the school office.

I _____ {insert signature of Parent/Guardian} **consent** that photographs and video footage of _____ [student's name here] may be taken and used by or on behalf of Danu Community Special School to promote its activities (currently and in the future) in the following circumstances; as selected by me:

Photographic Image and/or Video graphic footage of the student for the purpose of:		
<i>Please Tick as appropriate</i>	Yes	No
On Danu CSS website, and/or DDLETB website, social media and any other online publication associated with DDLETB's schools/centers/programmes/services.		
Given to third parties, with the student's name, for the purpose of being used in print media <i>e.g.</i> newspapers, magazines, brochures/leaflets, posters, prospectus, reports books and other similar publications, <i>e.g.</i> a team winning a competition.		
Displayed within the school and including the student's name <i>e.g.</i> an image of a student awarded 'Student of the Week' with his/her name below.		
In schoolbook with the student's name also used.		
For promotional purposes related to the school <i>e.g.</i> school prospectus or a video of a school production.		

In circumstances not listed above where the student's photographs or videos are sought, your consent as a parent/guardian will be requested separately at a later date.

Student's Name (IN BLOCK CAPITALS):

Name of Parent(s)/Guardian(s):

Date:
