

## Photograph Policy

## Gaelscoil Chill Mhantáin

There are formal and informal occasions throughout the school year when photographs of the children may be taken at our school. These formal and informal occasions include first day at school, sports events, awards ceremonies, display of work, visitors to the school, school social occasions etc.. We may use these images in the school newsletter, the school prospectus, as well as on the school website or on project display boards at our school. We may also make video recordings of school plays or other work.

From time to time the media may visit the school and may take photographs, film footage or carry out radio interviews. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our school is taking part.

### Conditions of use:

1. If we use photographs of small groups of pupils, we will avoid using the full name of the child (first name and surname) in the accompanying text or photo caption. Please note that the media are likely to use first names and surnames in their publications.
2. We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website, in our prospectus or in other printed publications.
3. We may use group or class photographs or footage with very general labels such as "A Science Lesson" to display work.

|                 |              |
|-----------------|--------------|
| Created:        |              |
| Reviewed:       | January 2015 |
| To be Reviewed: | January 2019 |