

Scoil Chrónáin



Mol an Óige

Rolla: 19503H

Polasaí Grianghrafadóireachta *Photography Policy*

Polasaí Grianghrafadóireachta
Version 1.0

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1. Réamhrá

Tá an polasaí seo curtha le chéile chun treoir a thabhairt maidir le glacadh, stóráil, úsáid agus foilsiú íomhánna digiteacha i Scoil Chrónáin. Léiríonn sé tiomantas na scoile do phríobháideacht, do chosaint leanaí agus do chomhlíonadh reachtaíochta cosanta sonraí.

2. Cuspóir

Is é cuspóir an pholasaí seo:

- Cearta príobháideachta daltaí, foirne agus tuismitheoirí/caomhnóirí a chosaint
- A chinntiú go ndéantar íomhánna a phróiseáil de réir reachtaíocht cosanta sonraí, lena n-áirítear an GDPR agus an tAcht um Chosaint Sonraí 2018
- A chinntiú go bhfuil gach cleachtas grianghrafadóireachta ag teacht le Polasaí Cosanta Leanaí agus Polasaí Úsáide Inghlactha na scoile
- A chinntiú go léiríonn íomhánna éiteas agus dea-chlú na scoile

3. Raon Feidhme

Baineann an polasaí seo le:

- Daltaí uile na scoile
- Foireann na scoile
- Tuismitheoirí/caomhnóirí
- Aon tríú páirtí a ghlacann íomhánna thar ceann na scoile

4. Bunús Dlíthiúil

Déantar próiseáil íomhánna ar bhonn toiliú tuismitheoirí/caomhnóirí de réir an GDPR. Tá sé de cheart ag tuismitheoirí/caomhnóirí an toiliú sin a tharraingt siar tráth ar bith.

5. Glacadh agus Stóráil Íomhánna

Úsáideann Scoil Chrónáin córas slán digiteach (Aladdin Frame) chun íomhánna a ghabháil agus a bhainistiú.

- Ní úsáidtear gléasanna pearsanta chun íomhánna a stóráil
- Stóráiltear íomhánna go slán laistigh den chóras údaraithe

- Nascann clibeáil íomhánna le ceadanna tuismitheoirí
- Ní stóráiltear ná ní úsáidtear íomhánna mura bhfuil toiliú bailí i bhfeidhm

6. Toiliú Tuismitheoirí/Caomhnóirí

- Iarrtar toiliú trí chóras foirmiúil na scoile
- Coinnítear taifead de cheadanna agus diúltuithe
- Tá rochtain ag an bhfoireann ar fhaisnéis toiliú
- Féadfar toiliú a tharraingt siar tráth ar bith trí iarratas i scríbhinn
- Ní fhoilseofar íomhánna nua tar éis do dhalta an scoil a fhágáil gan toiliú breise
- Tá sé de cheart ag páistí diúltú a bheith i ngrianghraf

7. Úsáid Íomhánna

Is féidir íomhánna a úsáid chun:

- Éachtaí agus rannpháirtíocht daltaí a thaifeadadh
- Cumarsáid a dhéanamh le tuismitheoirí
- Taifead stairiúil de shaol na scoile a chothabháil
- Ábhar scoile a ullmhú (m.sh. leabhar céime Rang 6)

8. Foilsiú Íomhánna

Agus íomhánna á bhfoilsiú:

- Ní fhoilseofar íomhánna ina bhfuil daltaí inaitheanta ar shuíomh gréasáin na scoile
- Ní úsáidfear ainmneacha daltaí i gcomhthéacs le híomhánna
- Díreofar ar ghníomhaíochtaí grúpa nuair is féidir
- Ní fhoilseofar íomhánna a d'fhéadfadh náire nó dochar a dhéanamh do dhuine

9. Meáin Shóisialta agus Suíomh Gréasáin

- Ní oibríonn an scoil cuntais mheán sóisialta
- Úsáidtear suíomh gréasáin na scoile mar phríomh-ardán cumarsáide

- Ní úsáidtear íomhánna daltaí ar mheáin sheachtracha chun críocha poiblíochta

10. Grianghrafadóireacht ag Tuismitheoirí

- Féadfaidh tuismitheoirí íomhánna dá bpáistí féin a ghlacadh ag imeachtaí scoile
- Níor cheart íomhánna de dhaltaí eile a roinnt gan toiliú
- Féadfaidh an scoil srianta a chur i bhfeidhm nuair is gá
- Tabharfar treoir shoiléir ag tús imeachtaí

11. Cosaint Leanaí

Aithníonn an scoil an riosca a bhaineann le híomhánna ina bhfuil daltaí inaitheanta.

Chun an riosca seo a mhaolú:

- Cloítear le nósanna imeachta cosanta leanaí
- Déantar measúnú cúramach ar gach íomhá roimh fhoilsiú
- Ní úsáidtear sonraí pearsanta i gcomhcheangal le híomhánna

12. Tríú Páirtithe

Nuair a bhíonn tríú páirtithe páirteach:

- Caithfear cead an Bhoird Bainistíochta a fháil
- Caithfear cloí le reachtaíocht cosanta sonraí
- Caithfear tuismitheoirí a chur ar an eolas faoi chuspóir agus úsáid na n-íomhánna

13. Tréimhse Coinneála Sonraí

Coinneofar íomhánna ar feadh thréimhse oideachais an dalta sa scoil, agus ar feadh tréimhse réasúnta ina dhiaidh sin, i gcomhréir le polasaí coinneála sonraí na scoile.

14. Athúsáid Íomhánna

Ní cheadaítear íomhánna a chóipeáil ná a athúsáid gan toiliú. D'fhéadfadh sárú ar reachtaíocht cosanta sonraí a bheith i gceist.

15. Gearáin agus Imní

- Ba chóir aon imní a chur in iúl don Phríomhoide
- Is féidir iarratas a dhéanamh íomhá a bhaint
- Féadfar gearáin a chur faoi bhráid an Choimisinéara Cosanta Sonraí

16. Monatóireacht agus Athbhreithniú

Déanfar athbhreithniú rialta ar an bpolasaí seo chun a chinntiú go bhfuil sé éifeachtach agus cothrom le dáta.

17. Cumarsáid

- Tá an polasaí ar fáil ar shuíomh gréasáin na scoile
- Cuirtear cóipeanna ar fáil do thuismitheoirí ar iarratas
- Cuirtear san áireamh é sa phacáiste rollaithe

1. Purpose of this Policy

- To ensure that the right to privacy of children, staff and parents is respected
- To ensure that all photographs published are in keeping with the school's Child Protection Policy and Acceptable Use Policy.
- To ensure that all photographs published are in keeping with the ethos and philosophy of the school
- To ensure the taking of, and displaying of, photographs must be done so in a responsible way in line with our GDPR Policy.
- Scoil Chrónáin is respectful of the student, the parent and the staff member's right to privacy and any potential child protection issues.

2. Why Take Photographs

- Children's photographs add interest, colour and life to school activities and initiatives.
- Using photographs increases morale for children and staff,
- Photograph's helps the whole school community identify our school's success and celebrate our achievements.
- To promote a sense of community spirit within the school
- Photographic records tell the story of our school development and growth and act as a historical record in the life of our school.

3. Aladdin Frame

As of 2026, Scoil Chrónáin will use Aladdin Frame which is comprehensive school's photo management system integrated with the Aladdin Portal already in use for school business.

It is a dedicated camera app for capturing images. It acts as a photo gallery for organising, viewing, editing and tagging (purpose of tagging is to link child to parental permission – see Parental Permission section below).

School staff can safely capture images of school events, classroom activities, and build up portfolios of student work using the Aladdin Frame camera app.

Photos are not stored on a staff member's personal device's camera reel, ensuring security and privacy.

Photos can be tagged and conveniently stored within the student profile in Aladdin. This allows schools to securely build portfolios of student work and document school life.

4. Parental Permission

- Every parent/guardian will be formally asked for permission to consent to their child's photograph and images of their child's work being taken and stored using Aladdin Frame. This is done via the Aladdin Permission Process.
- Student photo tags are then linked to the student's school's Photo Permissions. Photos with student tags for which sharing permission is denied or unanswered are automatically detected and prevented from being stored and used.
- Teachers will have access to these permissions at all times during the academic year.
- Parents may at any time withdraw their consent/ non consent for the use of pupil images and digital recordings in school publicity materials such as on the school website. Any such request must be made in writing to the School Principal.
- Photographs of pupils or staff should not be newly published on the school website after they leave the school, without their consent.
- Children have the right to refuse to be photographed.

5. What Kind of Images Are Taken?

Photographs are taken throughout the school year of children participating in various events and celebrating achievements. Events typically include the following:

- Halloween Walk and Dress Up
- Maths Week
- Science Week
- Peace Proms
- Drama na Nollaig
- Seachtain na Gaeilge
- Gaeltacht Turas
- Turas Scoile
- Cumann na mBunscoil
- Lá Spóirt
- School Athletics
- Sporting Activities
- Class projects
- Páiste na Seachtaine, Gaeilgeoir na Seachtaine, etc.

6. How Are the Images Used?

- To communicate with parents about their child's achievements
- To communicate with parents about their class activities and work happening inside their class
- To create a record of their child's time in Scoil Chrónáin
- At the end of Rang 6 parents come together and create a 'Graduation Book' – images from their class time in Scoil Chrónáin are collated and form the basis of their Graduation storybook.

7. Sharing With the Broader School Community

Social Media / Website

- Scoil Chrónáin does not operate any social media accounts.
- Scoil Chrónáin operates the website www.scoilchronain.ie
- Scoil Chrónáin may use local social media pages to advertise our Annual Open Night and promote Enrolments only – this does not include images of our school students.

8. Parents Filming and Taking Photographs

Parents may wish to take images/videos of their own children at school events such as Sports Day or special assemblies or Dráma na Nollaig. This is a valuable part of school life.

The school reserves the right to request parents not to take photos of children or use video equipment if it disrupts the event or the school feels the images may be used inappropriately. Parents are asked to comply with this request.

Or at certain times, parents are requested not to take photos of other children at school events

Parents are requested not to take images/videos during Sacramental Services taking place within the Church. Time will be allocated at the end of the Sacramental Service to allow parents to do so.

Parents are asked not to share photos of other children on their social media accounts.

9. Child Protection issues

Risk can occur when individual pupils can be identified in photographs.

To mitigate against this risk

- Scoil Chrónáin will not share photographs on our school website that shows pupils faces.
- Scoil Chrónáin will not name a child in any photograph shared on our school website.
- Scoil Chrónáin will adhere to our GDPR Policy, and Acceptable Use Policy and only take and use photographs explicitly for the purposes for which permission was obtained from the parent.

10. Guidelines for Taking of Photos/Recordings

- Teachers should ensure that the students are appropriately dressed and are not participating in activities that might bring the individual or the school into disrepute
- Digital images/ video images should not be manipulated or amended, for example, using a “cut & paste” facility. However, it is acceptable to crop an image.
- Students must not take, use, share or publish images of others without consent

11. Guidelines for Publishing Photographs on the School Website

- Pictures to be published on the school’s website, which include students will be selected carefully and will comply with good practice guidance on image use
- When publishing digital images/ video images on the school website teachers should be mindful of the way students and staff may appear. Digital Images/ video images which are likely to cause embarrassment to a pupil or staff member, now or at a future date, should not be published on the school website.
- Pictures to be published on the school’s website should try to focus on group activities, rather than photos of individual children.
- Personal details (including the name) of any child or adult in a photograph will not be used in association with the photograph (including in the accompanying text or the photograph caption).
- Where photographs are taken at an event attended by a large crowd e.g. during the St. Patrick’s Day Parade or at a sporting event, this is regarded as a public area so it is not necessary to get the permission of everyone in a crowd shot before publishing the image on the school website.

12. Guidelines for Taking Photographs at School Events

It is up to school management to decide if they are to allow videos or photographs to be taken by parents during school events such as School Concerts or Award Ceremonies.

When hosting a school event where parents are permitted to take photographs or videos the school will:

- Make it clear that any images taken must be for private use only and must not be shared on social media if children other than their own are in the image – unless they themselves get permission from the other children's parents.
- Inform parents that Data Protection legislation and the Scoil Chrónáin Acceptable Use Policy may be contravened if photographs or videos taken at a school event are placed on the internet

An announcement by School Staff will be made at the start of events to provide guidance for parents.

13. Guidelines for Taking Photographs at Events Hosted by a Third Party.

When an event is hosted by a third party, e.g. Bleaist Eolaíocht, Peace Proms or Cumann na mBunscoil (sporting events) it is up to the host (Peace Proms or Cumann na mBunscoil) to decide if they wish to allow parents to take videos or photographs at the event.

The organisers of the event (eg. Peace Proms or Cumann na mBunscoil) should explain to parents and/or staff how images taken by the organisers are to be processed, the purpose for which they will be used, and to get any necessary consent e.g. permission to publish images, etc.

14. Images Taken on Behalf of the School

On occasion, official commercial video films of children may be recorded e.g. videos of school concerts. The school also arranges for a professional photographer to take class photographs and individual pupil photographs.

Where a commercial photographer is used, the following guidelines apply;

- Commercial video films may only be recorded or professional pupil photographs taken with the permission of the School Board of Management.
- Commercial photographers will be required to comply with Data Protection Legislation and the Scoil Chrónáin Acceptable Use Policy.
- The school will inform parents that a commercial photographer will be in attendance in school or at an event

- The school will inform parents of the purpose of taking the commercial digital/ video images and how the digital/ video images will be used.
- The school will ensure that pupils are fully supervised by a teacher at all times while the commercial/ professional photographer is present.

15. Re-use of Images

- Photographs or videos published on school publicity material and/or the school website may not be copied and/or re-used by staff, parents or others for any purpose other than that for which they were intended without consent.
- Data Protection legislation and the Scoil Chrónáin Acceptable Use Policy may be contravened if photographs or videos published on school publicity material and/or the school website are copied and/or re-published for any purpose other than that for which they were intended without consent.

16. Concerns

If parents have any concerns about inappropriate or intrusive photography at a school event, they should report their concerns to the School Principal (or to a Staff member if the Principal is not present)

If a parent or child, wishes to have a photograph removed from the school website, prospectus etc. at any time, they should contact the school Principal.

Concerns regarding a breach of Data Protection Legislation should be reported to the Data Protection Commissioner.

17. How We Know the Policy Is Working?

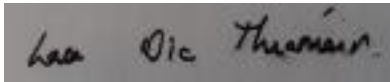
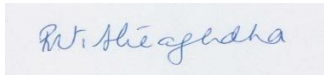
1. Photographs are taken and published in school publicity materials and on the school website in accordance with this policy
2. Parent Consent or decline of consent is acquired via Aladdin
3. Positive feedback will be received from pupils, staff members, parents and the wider community.

18. Communication

This policy is available on www.scoilchronain.ie and copies will be made available to parents at any time on request

Copies of this policy will be distributed to the parents of all students currently enrolled in the school once approved by the Board of Management.

Thereafter this policy will be circulated as part of the Enrolment Information Pack for new parents.

Próiseas Athbhreithniú	Rinne an Bord Bainistíochta daingniú ar an bPolasaí seo ar an 05/05/2026	
Dáta Don Athbhreithniú	Déanfar athbhreithniú ar an bpolaisí seo de réir an plean forbartha polasaithe	
Siniú	 Cathaoirleach	 Príomhoide
Dáta	05/05/2026	05/05/2026