



Loreto College Cavan

Use of Images & Student work

Taking of Images and Film

Digital images are easy to capture, reproduce and publish and, therefore, can be misused. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness.

With the written consent of parents (on behalf of students) and staff, the school permits the appropriate taking of images by staff and students with school equipment.

Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of students, this includes when on field trips. However with the express permission of the Principal, images can be taken provided they are transferred immediately and solely to the school's network and deleted from the staff device.

Students are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of the others, this includes when on field trips. However with the express permission of the Principal, images can be taken provided they are transferred immediately and solely to the school's network and deleted from the students device.

Publishing student images and work

On a student's entry to the school, all parents/guardians will be asked to give permission to use their daughter's work/photos in the following ways:

- on the school web site
- on the school's Learning Platform
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- recorded/ transmitted on a video or webcam
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, i.e. exhibition promoting the school
- general media appearances, e.g. local/national media/press releases sent to the press highlighting an activity (sent using traditional methods or electronically)
- Student work may be used by teachers as exemplars for future year groups e.g. CBAs in subjects.

This consent form is considered valid for the entire period that the student attends this school unless there is a change in the student's circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc.

Parents/guardians may withdraw permission, in writing, at any time.

Parental responsibility consent:

Student's Name:

Parent / Guardian signature: Date:/...../.....

Full Name: Relationship to student:

Approved by the BoM on 22nd October 2018