

# Polasaithe

## Naíonra Céimeanna Beaga

Polasaí 61: Use of Internet & Photographic &  
Recording Devices



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Validity and document management	<p>This document is valid from Dec 2020.</p> <p>The owner of this document is the Owner / Manager, who must check and, if necessary, update the document at least once a year.</p> <p>This policy was adopted by Naíonra Céimeanna Beaga on 1 Dec 2020.</p> <p>Signed by: <b>Katie Uí Chaoimh</b>; Príomh Stiúthóir on behalf of Naíonra Céimeanna Beaga</p>

## USE OF INTERNET AND PHOTOGRAPHIC AND RECORDING DEVICES [INCORPORATING MULTIMEDIA]

<b>Document Title:</b>	<b>Use of Internet &amp; Photographic &amp; Recording Devices</b>
<b>Document Author:</b>	<b>Naíonra Céimeanna Beaga,</b>
<b>Document approved:</b>	<b>Katie Uí Chaoimh</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Katie Uí Chaoimh</b>
<b>Person responsible for approving Policy</b>	<b>Katie Uí Chaoimh</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Staff are given a link to the policies published on the Service's website</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Parents are given a link to the policies published on the Service's website</b>
<b>Date the Document is Effective From:</b>	<b>Dec 2020</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

**Statement of Intent:**

The Service will ensure that the use of multimedia will be age appropriate and supervised when used.

**Policy and Procedure:**

**Computers:**

Computers are not available to children in the Service.

**Internet Access:**

Children do not have access to the internet.

**Communication:**

Children will not have access to e-mail. Staff using e-mail will use the company email address. This address must not be used for personal e-mail.

**On-line Communications and Social Networking:**

On-line chat rooms and social networking sites such as Facebook or Twitter will not be used at the service. WhatsApp is used for as a communication medium with parents.

Staff will not discuss individual children or their personal setting on Facebook, Twitter, Snapchat or any other social networking site.

**Mobile Technologies:**

Mobile phones are not permitted within the classrooms with the exception of the work mobile phone which may be used for taking photographs. One phone is shared in in teh service by the team staff team and the Manager has a seperate phone.

The taking of photographs on personal mobile phones is strictly prohibited anywhere in the service.

Children may not bring mobile phones, tablets, or similar devices into the Service

**Television/DVD:**

Television/DVD viewing is not provided for in the service.

**Music CDs:**

At the Naionra we value music because it is a powerful and unique form of communication that can change the way children feel, think and act. It also increases self-discipline and creativity, aesthetic sensitivity and fulfilment. The CDs used are appropriate for young children and will contain no offensive or inappropriate language. Radios stations will not be listened to in areas where children can hear them as the content may not be suitable. Music will not be played too loud so that the children's voices may still be heard.

**Camera and Video Devices:**

We are aware of the need for sensitivity when taking photographs and observe the following:

- Parental permission will always be sought before photos or videos are taken.
- Only the Service's mobile phone camera may be used to take pictures.
- Staff are not allowed to take pictures with phones/tablets or their own personal cameras. (If this is breached disciplinary action may be necessary).
- A photograph will only be taken if the child does not object to having his/her photograph taken
- Photographs are used to show positive issues (e.g. a piece of work that the child has worked hard on or is pleased with, children playing cooperatively together etc.)
- We are inclusive so that gender, race, special educational needs and differing abilities are reflected in a balanced way.
- There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups.

Where photographs, videos or even samples of children's work are to be displayed outside the Service we seek parental permission for this to happen. Examples of this are newspaper reports, articles in early year's publications or exhibitions of children's work.

We will always get prior permission from parents/guardians for any images/videos collected that we would like to post on our website, or other social media.

Students visiting professionals or researchers, who need to take photographs or videos as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way. Further parental permission will be sought in this instance.

Videos are also occasionally used in the Service for many of the above purposes. In particular we may use them for observations of children’s play to further our understanding, or for assessment and planning tools

**Parents/guardians Photographing and Videoing Children:**

Parents/guardians may not take photographs or record children in the Naionra without the consent of the Management

**Records:**

The following records will be maintained:

- when a person can have access to a recording and photographic device
- in what circumstances
- for what purposes
- who can view, listen, or retain photographs/videos?
- in what circumstances they can do this
- for what purpose

**Use of Photographs:**

Photographs are used throughout the Service for a variety of purposes. Generally, Child Care practitioners take photographs of the children throughout the year to capture a particular example of play or something that a child has achieved. In addition, we use photographs for:

<b>Photographs – That have images of children</b>	<b>Purpose:</b>	<b>Who can access these photographs</b>	<b>In what circumstances?</b>
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Displays of children's work	A record of ideas and topic references	Staff, Parents, Tusla	In the Service Whatsapp
Learning Journals	Observations	Children, Parents, Staff , Tusla, Dept inspections.	In the Service and within the child's own care room only.
Examples of children playing	As a part of an individual child's profile	Staff, Parents, Visitors	In the Service Whatsapp to parents
Class albums	For children to look at and talk about	Staff, Parents, Visitors	In the Service
Special events and festivals	As a record of the year and for children and parents /guardians to look at and talk about	Staff, Parents, Visitors	In the Service Whatsapp to parents
Birthday display	Used as a class resource for talking about birthdays, months of year etc.	Staff, Parents, Visitors	In the service and the child's care room only & In the Service Whatsapp to parents
Photos sent in from home	To act as a link between home and the service	Children, Staff, Parents, Visitors	In the service and the child's care room only

### **Storage of Photos:**

Photographic or video recording will not be stored on devices in the Service for extended periods of time. If a photograph is likely to be used again it will be stored securely and only accessed by those people authorised to do so. We will not re-use photos more than one-year-old, without further permission from the subject of the photo or the parent, as applicable.

### **Disposal of Photographs:**

In the event that we no longer require a photo it will be disposed of as confidential waste. When photos are destroyed:

- The CD disk will be made unusable.
- The memory card / USB stick erased.
- The computer file deleted.
- Hard/printed copies and any negatives are destroyed.