



John Scottus Pre-School

Use of Internet, Photographic & Recording Devices Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 7: Curriculum](#), [Síolta Standard 9: Health and Welfare](#)) ([National Standard 3: Working in Partnership with Parents or Guardians](#), [National Standard 8: Care Play and Learning](#))

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 at our Pre-School.

Internet Access:

Children do not have access to the internet.

Mobile Technologies:

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.

Gaming Machines e.g. PlayStation, Nintendo Wii, Xbox:

Gaming machines are not used in the service.

Music CD's:

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 CD's used are appropriate for young children and will contain no offensive or inappropriate language. 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 services' camera/tablet/phone may be used to take pictures.
- Staff are not allowed to take pictures with their personal phones/tablets/cameras.
- 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 samples of children's work are displayed outside the service we seek parental permission for this. Examples of this are newspaper reports, articles in early year's publications or exhibitions of children's work.

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 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 service without the consent of the Management

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:

Photographs:	Purpose:
Displays of children’s work	A record of ideas and topic references
Examples of children’s play	As a part of an individual child’s profile
Classroom areas	To show the range of activities
Class albums	For children to look at and talk about
Policy folders	To explain the work of the service to parents/guardians and visitors
Special events and festivals	As a record of the year and for children and parents/guardians to look at and talk about
Birthday display	Used as a class resource for talking about birthdays, months of the year etc.
Photographic maps of the service and local environment	A resource for topic work
From home	To act as a link between home and the service
Children’s own photographs	Children take photographs on the digital camera, to gain experience in technology
School Publications	For our school website and website with prior parental consent

Storage of Photos:

Photographic or video recording will not be stored on devices 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.

Disposal of Photographs:

In the event that we no longer require a photo it will be disposed of as confidential waste.

SeeSaw App

The SeeSaw App is used to record children's learning and learning experiences at school. It is also used as a communication tool between teachers and parents. Parental consent will always be sought before creating a child's profile on the application.