

Montessori School of Rome Photography Policy

The Montessori School of Rome uses photography for three primary reasons: for promotional purposes (publicity and advertising), for school projects (like Daddy's Day and yearbook), and for special events (like Historical Timeline).

Many opportunities exist for parents to photograph their children around school. Parents who wish to take photos inside the school or on the playground during school hours need to check in with the main office and the classroom teacher. Parents who take pictures of children other than their own child need to sign the "MSR Photography" form on file in the office. For photography done at school functions or special occasions, Montessori School of Rome will rely on the honor of our parents that they have reviewed this policy and guidelines.

It is the intent of this policy to allow personal family photography where and when possible while respecting the rights of students and ensuring—to the best of our ability—their protection. The guidelines for photography are intended to balance the significant role of photography (digital images, video) to record important events in the life of our students while respecting and acknowledging the rights and privacy of others.

Students are not allowed to take photographs or video in the school building or on the playground during school hours without the express permission of their teacher.

Montessori School of Rome cannot be held responsible for materials (photos, video, audio) placed without its knowledge or permission online on personal websites, social media sites (like Facebook or Instagram) or other external media. We strongly encourage parents to:

- Take photographs of their own children at events while respecting the rights of others who do not wish to be photographed
- Ensure that the taking of photographs does not interfere with teaching or the running of any event or ceremony.
- Respect the privacy of others, and unless specific permission is given, provide no identification of any students included in online posting of photos, videos, or audio.
- Set security parameters for any online posting, limiting access to only family and friends (like making your videos 'private' on YouTube; for photographs, consider a site like Shutterfly on which you can invite people to see the photos, instead of Facebook).
- Refrain from any video, sound recording, or photography of a copyrighted musical or theatrical performance. This restriction is typically announced as a reminder at the beginning of such performances.
- Also, students may be allowed to take photos on some field trips (like overnight field trips). However, explicit authorization is required by teachers and they will remind students of appropriate picture-taking guidelines. They will emphasize that anything posted should not embarrass individuals or the school, and photos of others should not be posted without their permission. Parents are requested to monitor the use of photography by their children after such activities.



Acknowledgement of Receipt of Policy and Guidelines Regarding Photography at School

Montessori School of Rome has a policy of photographing students in the school buildings and on the playground. We want to allow personal family photographs where and when possible while respecting the right of students and protecting them to the best of our ability.

We request that parents who wish to take photographs inside the school or on the playground during school hours acknowledge that they have received and read the policy and guidelines.

Please sign below:

I, _____, acknowledge that I have received and read the Montessori School of Rome Policy and Guidelines Regarding Photography at School.

This acknowledgement remains in effect during the time your child is enrolled at the Montessori School of Rome.

Signature:

Date: