



TIS Photo Permission Guidelines

During the school year, there are occasions when TIS staff members may take photographs or film students participating in various school activities. These images provide a valuable record of life at TIS and help communicate the individual and team achievements at our school. TIS may use the images as part of our school displays and in printed publications, such as the Curriculum Guides, Insight Magazine, and Yearbook. They may also be used on our school website, school social networking services, and occasionally for marketing or promotional activities.

- Images will be carefully and sensitively chosen and will not be used out of context
- Images will become part of the school archive, providing a visual insight for future generations of TIS.
- Students will not be identified by full name in photographs without your or your child's permission, although we may wish to refer to them by first name only. Groups may be referred to collectively by grade or house or team.

Therefore, TIS seeks parental permission before photographing or making any recordings of your child. Parents can update their privacy choice by logging onto Gibbon. If you have no objections to your child's image being used and archived by the school, then there is no need to notify us. However, if you would prefer that your child is NOT photographed then we ask you to indicate your choice under the **Miscellaneous Section**, marked "**Privacy**", by ticking the boxes of either **Internal or External Communications**, or both, that you DO NOT wish your child's image to appear. The categories are explained below.

MISCELLANEOUS	
House	Dragon 猛龍
Student ID <small>Must be unique if set.</small>	20120098
Transport	
Transport Notes	
Locker Number	
Vehicle Registration	
Privacy <small>Check to indicate which privacy options are required.</small>	No Photos for Internal Communications <input type="checkbox"/> No Photos for External Communications <input type="checkbox"/>
Student Agreements <small>Check to indicate that student has signed the relevant agreement.</small>	Responsible Use Policy <input type="checkbox"/>



Internal Communications:

School Calendar	A printed 12-month calendar of important holidays and school dates. A collage of student life is displayed on each month of the calendar. Distribution - All TIS families
Yearbook	An annual publication to commemorate the school year in photos. The aim is that every student at the school is represented. Each grade has their own collage page including the official class photo. <i>Note: Unless your child does not take part in the school photos, their image will appear on the class page of this publication, even if you opt for privacy under internal communications.</i> Distribution - All TIS students
Lotis Magazine	An annual publication to celebrate students literature and artwork. Published students will have their names printed with their story/artwork. Photo images are sometimes included. Distribution - All TIS families
School Bulletin Boards	Static Bulletin/Notice boards outside classrooms and around the school to celebrate student work, sports person of the month, artist of the month, etc. Digital Notice boards display school information and school social media posts. Distribution - N/A but can be viewed by anyone who visits the school
Class Websites/Blogs	Provides information about the class activities between school and home. Can be accessed by all families in the class/grade level.

External Communications:

School Website	Provides information about the school to the general public.
Insight Magazine	Bi-annual publication to inform parents and the wider school community on the events of the school and what our students have been doing recently. Distribution - All TIS families, DSEJ, MUST, Corporate associates
Annual Report	Annual publication to inform parents and shareholders on the school's mission and history, and summarize the school's achievements in the past year. Distribution - All TIS families, DSEJ, MUST, Corporate associates
Social Media	Social media accounts such as Facebook, Instagram and Twitter will be used principally to be followed by staff, parents, students and other professionals in order to advertise the excellent work by our staff and students. It will also contain information detailing special events at the school. The aim of our social media channels is to supplement more traditional methods such as school letters and newsletters, not to replace them. Facebook / Instagram : @TISMacao Twitter : Main Account : @TISMacao Note: Teachers may post about the school and their students as a way to share ideas with other professionals by using their own Twitter account. Any tweets about the school will be identified with #TISMacao.



澳門國際學校「授予照片肖像權」

學生在參與活動時，學校會在現場安排拍攝，用以紀念校園生活並向外展示學校之個人及校際活動。所得之相片除可能刊登在課程簡介、校刊以及年報上之外，亦可能會上載到校網或其他公共媒體上，以作學校宣傳或推廣之用。

- 學校將審慎挑選所用之照片，且不會斷章取義
- 照片會存檔於學校，為將來學校發展提供參考
- 在未得家長或學生的允許，任何發佈的照片將只會配上學生的英文名，不會配上姓氏。另外，照片或以年級、班隊以及小組等形式發佈。

因此，在為學生拍照及錄製任何語音前，學校希望先徵求家長的同意。請 貴家長透過登入Gibbon系統，為子女進行個人資料私隱選項。不反對學校存檔或使用子女的照片和錄像之家長，無需登入系統進行相關選項。但任何不希望子女被拍到照片者，請登入系統後進入「Miscellaneous」，並於「Privacy」選項旁勾選「照片不供校內通訊 -- Internal」和/或「照片不供校外通訊 -- External」。

校內、外通訊解釋如下：

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校內通訊:

- 校曆** 印有12個月的校曆，當中包括學校假期及重要資訊，並以拼貼照片的模式展示學生生活。
日曆將派發給所有學生家庭。
- 年鑑** 以照片紀念全學年的年度刊物，目的是為學生留下每個學年的紀念。每個年級均有所屬之拼貼照片頁面，以及班級照片。注意：在私隱選項上選擇「照片不供校內通訊 -- Internal」的學生，除非當天沒有參與班級團體合照，否則班級團體合照上仍會出現該學生之影像。
年鑑將派發給所有學生家庭。
- Lotis雜誌** 出版學生文學及藝術作品的年度刊物。獲發表之論文或作品將連同學生姓名甚至照片，一併刊登。
雜誌將派發給所有學生家庭。
- 學校公告欄** 在課室外或學校周圍張貼靜態告示/告示板，展示學生作品、每月體育之星、每月藝術之星等。電子公告欄則會公佈學生信息以及社交媒體帖子。
任何人均可在公告欄上查看相關信息。
- 班級網頁/博客** 向學校及家長提供班級活動資訊。所屬班級/年級之家庭均可查看。

校外通訊:

- 校網** 向外界公佈學校資訊
- Insight雜誌** 一年兩本的校園雜誌，旨在介紹學校的活動及學生校園生活情況。
雜誌將派發給所有學生家庭、教育局、科技大學以及合作機構。
- 年度報告** 年度刊物，旨在向家長及股東介紹學校的使命及歷史，以及總結過去一年的成就。
年度報告將派發給所有學生家庭、教育局、科技大學以及合作機構。
- 社交媒體** 學校職員、家長、學生以及外界可透過像Facebook、Instagram以及Twitter等社交媒體作為媒介，宣傳員工以及學生的優秀作品，以及詳細介紹學校特別活動信息。社交媒體渠道主要是補充傳統宣傳方式，像是學校信件及校報，並不會遭到取代。

Facebook / Instagram : @TISMacao

Twitter : Main Account : @TISMacao

注意：老師可能會透過私人Twitter社交帳號發佈關於學校及學生的信息，與外界分享想法。而有關資訊將會標記為#TISMacao。