



Photographing, Filming & Recording Students Policy



Purpose:

To explain to parents/carers how Auburn South Primary School will collect, use and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

Scope:

This policy applies to the general collection, use and disclosure of photographs, video and recordings (“images”) of students.

Policy:

This policy outlines the practices that Auburn South Primary School has in place for the collection, use and disclosure of images of students to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic). It also explains the circumstances in which Auburn South Primary School will seek parent/carer consent and how consent can be provided and/or withdrawn.

As a general rule, use relates to images which are shared and distributed only within the school for school purposes (i.e. ID photos, Sentral), whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.

Auburn South Primary School will ensure that parents/carers are notified of the ways in which our school may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example classroom activities, sports events, concerts, excursions, camps etc. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student’s learning journey/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters and on SeeSaw, etc.

Auburn South Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards. If at any time a parent/carer or student has a concern about the use of any images they should contact the Principal.

In addition to the processes outlined below, parents/carers can contact the school office at any time to withdraw their consent for any future collection, use or disclosure of images of their child. However:

- if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.
- There may be occasions when the school will record whole of school or large group events and make those recordings available to the school community through the sale of DVD or other digital formats, such as School Productions and if your child participates, they may appear in these recordings which will be available to the whole school community.
- The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Official school photographs

Each year Auburn South Primary School will arrange for a professional photographer to take official school photographs of students. This will generally involve both class photos and individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards

- stored on school and DET administration databases for educational and administrative purposes.

Auburn South Primary School will notify parents/carers in advance of the official school photographs being taken to give them an opportunity to decide whether their child will be included in the official school photographs.

Parents/carers who choose to opt-out of having their child participate in official school photographs must contact their child's classroom teacher before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent or carer to purchase any photographs taken.

Images for use and disclosure within the school community and ordinary school communications

From time to time Auburn South Primary School may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools (for example, emails, SeeSaw, that can only be accessed by students, parents or school staff with passwords)
- for display in school classrooms, on notice boards etc
- in the school's weekly newsletter
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)
- in the Year Book

A Multi-Media Permission Form will be distributed to parents/carers on enrolment and if any changes need to be made parents are to contact the school office (refer to appendix).

Images to be used or disclosed outside the school community

External use or disclosure by the school

Photographs, video or recordings of students may also be used in publications that are accessible to the public, including but not limited to:

- on the school's website
- on the school's social media accounts
- in the school Year Book

The Permission Form also covers these types of uses and will be distributed to parents/carers on enrolment. We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Media

The media, or the Department of Education and Training's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When our school receives such requests Auburn South Primary School will:

- provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur
- seek prior, parent/carer consent, in writing.

Students will only be photographed, filmed or recorded by the media at school if consent is provided for that specific media event. Neither the school nor the Department own or control any photographs, video or recordings of students taken by the media.

Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Auburn South Primary School will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, parent/carer consent, in writing.

School performances, sporting events and other school approved activities

Auburn South Primary School permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Auburn South Primary School requests that parents/carers, students and invited guests who photograph, film or record school activities only do so for their own personal use and do not publish the images in any form, including on social media, without the prior consent of persons whose children also appear in the images.

Neither the school nor the Department own or control any images of students taken by parents/carers, students or their invited guests at school activities.

Images to manage student behaviour or fulfil our school's legal obligations

On occasion it may be necessary for school staff to photograph, film or record students when necessary to:

- fulfil legal obligations, including to:
 - o take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
 - o provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Auburn South Primary School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Auburn South Primary School photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is reasonable and appropriate in the circumstances.

Staff use of personal devices

School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to the school database and delete the images from their device within a reasonable time-frame of the images being captured.

Further information & resources:

- School Policy and Advisory Guide: [Photographing and Filming Students](#)
- Child Safe Standards Policy
- Social Media Policy

Evaluation:

This policy was last updated on November 2018 and is scheduled for review in 2021.

Status:

Ratified by the Principal in November 2018

Appendix:

Photographing, Filming & Recording Permission Form

Students at Auburn South Primary School will often be involved in school activities where they may be photographed. Photographs of students may be used in a variety of media to celebrate a student's success in a particular area, for educational purposes or to promote activities at the school, within the Department of Education and Training (DET) guidelines and in accordance with the Auburn South Primary School Photography, Filming and Recording Students policy.

Photographs of children may also be used in newspapers, school brochures, website, special displays and other promotional material.

The list below includes the possible ways that images may be used. Please read carefully and indicate your permission with a tick and leave blank if you do not give permission.

Please note this permission form is valid for the duration of your child's schooling at Auburn South Primary School, however permission may be withdrawn at any time upon written notification.

All permission forms need to be returned to Auburn South Primary School upon enrollment.

Child's Name:		Year:	
<p><input type="checkbox"/> I give permission for photographs or recordings of my child to be published in local newspapers and am aware that this may be accompanied by my child's first name.</p> <p><input type="checkbox"/> I give permission for photographs or recordings of my child to be published in or used in school brochures or special displays.</p> <p><input type="checkbox"/> I give permission for my child's photograph or recordings to be used in the Auburn South Primary School newsletter and website.</p> <p><input type="checkbox"/> I give permission for my child to be included in small group or whole class recordings or photographs on any digital portfolio or similar school systems e.g. a group music performance or group presentation.</p>			
Parent/Guardian Name:			
Signature:		Date:	

Marcus Wicher
Principal