



2024 Photographs, Filming, and School Website Policy

Photographing, Filming and Recording Students

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including celebrating student participation and achievement, showcasing particular learning programs, documenting a student's learning journey, camps, excursions/incursions, school music, sports events, graduation, etc., communicating with our parents and school community in newsletters and on our website.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. ***For the most part, we ask that any parents/carers or other members of our school community, only photograph, film or record their own child at school events, e.g., concerts, sports events, etc.; and do so in a respectful and safe manner. If, however, 'images' of other students are captured in any photos, video or recordings, they must not be publicly posted, e.g., to a social media account without the explicit permission of the relevant parent/carer.***

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our Principal, Anne Burgess on 9700 2601.

A. Use or disclosure within the school community

When you sign this consent form, images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the school's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords (e.g., Compass)
- for display in school classrooms, on noticeboards etc.
- in the school's newsletter
- to support student's health and wellbeing (e.g., photographs of pencil grip to assist in OT assessments)

B. Use or disclosure in publications/locations that are publicly accessible

When you sign this consent form, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website including in the school newsletter which is publicly available on the website
- in local newspapers highlighting special events

Your child may be identified by first name only in these images, or not named at all.

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (the Department). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information.

For further information, see:

[Schools' Privacy Policy \(http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx\)](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx).

Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.