



Photography, Filming and Recording Students Policy

Approved by School Council:

Review:
April 2022

Purpose

To explain to parents/carers how Gladstone Views 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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 at school, on camps, excursions and all school related activities.

Policy

This policy outlines the practices that Gladstone Views 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in which Gladstone Views Primary School will seek parent/carer consent and how consent can be provided and/or withdrawn.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, COMPASS), 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.

Gladstone Views Primary School will ensure that parents/carers are notified upon enrolment and at the commencement of each school year 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 school newsletters.

Gladstone Views Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school’s Child Safety Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the School Principal or Assistant 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 DVD sales etc], such as a school concert, speech nights, sports events etc and if your child participates, they may appear in these recordings which may 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 Gladstone Views 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
- stored on COMPASS for educational and administrative purposes.

Gladstone Views 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 the school office 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 Gladstone Views 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, classroom blogs or apps that can only be accessed by students, parents or school staff with passwords e.g. COMPASS, Class Dojo, Fresh Grade, Google Classroom, School Magazine etc.)
- for display in school classrooms, on noticeboards etc
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)

An Annual Consent Form and Collection Notice will be distributed to parents/carers on enrolment and also at the beginning of each school year.

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:

- on the school's website [including in the school newsletter which is publicly available on the website]

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment and also at the beginning of each school year. 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 Gladstone Views 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, express parent/carers consent in writing.

Students will only be photographed, filmed or recorded by the media at school if express 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, Gladstone Views 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, express parent/carer consent in writing.

School performances, sporting events and other school approved activities

Gladstone Views Primary School permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities. Gladstone Views 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. Parents/carers are required to use photography and recording devices respectfully and within the guidelines specified by staff on any occasion, understanding that expectations may change depending on the circumstances, number of parents involved, students in attendance and other factors.

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

Gladstone Views Primary School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Gladstone Views 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

Classroom teachers and specialists will be provided with an iPad to record student images. These iPads are for school use only and are not to be used by any third party (including family members if the device is taken home for school related purposes). In some circumstances, it may be appropriate for staff to take photographs/recordings using their own personal device for reasonable and legitimate educational purposes. If this occurs, staff are expected to remove images from the device within a week of the images being captured and are not to give access to the device to any third party until the images are removed.

Further information and resources

- the Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

Review Cycle:

This policy will be reviewed as part of the school's three-year review cycle.

APPENDIX 1: Photograph Collection

Collection Type	School Use Disclosure to Third Parties	Documentation Required	Notification Consent Withdrawal of Consent
Official School Photographs (Class and individual photographs, and year six graduation photograph)	Stored on CASES21 (Department administrative system) COMPASS Fresh Grade ID cards Class work Individual learning plans Class photos in album for school Grade photo to all year sixes Class photos to all families in the class	School level policy	Parents/carers informed through school newsletter of date school photographs will be taken. A note will also be sent home by the photographer via the school. All students photographed unless written advice to the Principal is provided by parents/carers prior to the date.
Photos, video, recordings taken by staff and/or students for educational purposes	Class work School displays	School level policy	Parents/carers will be informed through this policy (available on the school's website) and through the annual information/Opt Out form that these photos/recordings will be taken and used. No specific consent required.
Photos, video, recordings taken by staff and/or students	Fresh Grade Google Classroom Website Newsletter Magazine	School level policy Specific consent form	Parents/carers will be given an annual information/Opt Out which will be provided on enrolment and at the start of each year. Withdrawal of consent required using this form that will also be available on the school's website.
Promotion Advertising	Third party disclosure will vary. Individual parents notified of details.	School level policy Media release form	Parents/carers notified individually of scope of use. Express consent
Media Department of Education	Third party disclosure will vary. Individual parents notified of details.	School level policy Media release form	Parents/carers notified individually of scope of use. Express consent – media consent form.