

GREATER SHEPPARTON SECONDARY COLLEGE

PHOTOGRAPHING, FILMING AND RECORDING

STUDENTS POLICY

Review Cycle:	3-4 years	Last Review Date:	July 2024
Next Review Date:	July 2028	Approved by:	School Leadership
Responsible for Review:		Initial Endorsement Date:	June 2019

PURPOSE

To explain to parents/carers:

- how Greater Shepparton Secondary College collects, uses and discloses photographs, video and recordings of students
- when parent/carer consent is required before photographing, filming and recording students
- how consent can be provided and withdrawn.

SCOPE

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

The policy does not cover the:

- This use of CCTV is covered in our school's CCTV policy
- use and disclosure of photographs, video and recordings of adults.

POLICY

There are many occasions during the school year where Greater Shepparton SC 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 learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters and on classroom blogs/apps etc. There may also be occasions where we take images to support student behaviour management or to fulfil legal obligations. Further detail is provided within this policy.

In addition to the above, there may be situations where a third party requests to take, use or disclose images of students.

This policy outlines the practices that Greater Shepparton SC 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 It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

Consent

The Photographing, Filming and Recording Students Consent Form is provided by Greater Shepparton SC at enrolment. This form applies to standard uses of images for the time your child attends the school. Standard uses are defined in the following sections.

For non-standard uses, where consent is required, parents/carers will be sent a consent form for that specific situation. Schools will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

If at any time parents/carers wish to withdraw their consent, they can by contacting the College's Main Office on 5891 2000. If consent is withdrawn verbally, the school will make a written record of this. However:

- if the images have already been published and are in the public domain, it may not be possible to remove them
- the school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Image use within the physical school environment

Greater Shepparton SC may photograph, film or record students to use within the physical school environment, including:

- for display in school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

Image use within the school community

Greater Shepparton SC may photograph, film or record students to use within the school community, including:

- in the school's online communication, learning and teaching tools (e.g., emails, classroom blogs or apps that can only be accessed by students, parents/carers and school staff with passwords eg Compass, Class Dojo, Staff Handbook, Staff Newsletter, SharePoint etc)
- in the school's newsletter

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

Image use beyond the school community

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)
- on the school's social media accounts
- in the school magazine or yearbook

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

Media

The media, or the Department of Education'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 Greater Shepparton SC receives such requests, our school will:

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

Research

On occasion, the school may agree to research projects being conducted at the school. If this occurs, parent/carer consent will be sought for student participation, including any photography or recording of students.

Closed Circuit Television (CCTV)

Parent or carer consent is not required for a school to install CCTV. However, Greater Shepparton SC will inform the school community of the intention to install a CCTV through (appropriate channels such as: a newsletter article; posted material within the school grounds). Installation of CCTV will be done in accordance with the department's [CCTV Installation and Management Policy](#). Our school's CCTV system is managed in accordance with the department's [CCTV Installation and Management Policy](#). Further information about how CCTV is managed and operated is available in our CCTV Privacy Notice.

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, Greater Shepparton SC 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.

Official school photographs

Each year Greater Shepparton will arrange for a professional photographer to take official school photographs of students. This will generally involve an individual photo being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards and student identity verification letters
- stored on CASES21 for educational and administrative purposes.

Images to manage student behaviour or fulfil our school's legal obligations, including child safety

On occasion, it may be necessary for school staff to photograph, film or record students and/or use images 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)
 - supporting students' social and emotional wellbeing, and health (duty of care)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

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

Child Safe Standards

Greater Shepparton SC 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 main office on 03 5891 2000.

Curriculum-based activities

Photographs, film and recordings of students may be collected and used for curriculum-based activities (i.e. class work) as part of standard learning and teaching practices. Greater Shepparton SC does not require or obtain consent for this. Access is limited to students and relevant teaching staff. Parents/carers may have access to images of their own child in this context.

Professional development

Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. Greater Shepparton SC does not require or obtain consent for this, however the recordings will only be used internally and for the specific purpose of staff development.

Storage of images

Photographs, video and recordings of students taken by Greater Shepparton SC will be stored in our secure document storage systems with restricted access. Any photographs, videos or recordings made on devices, including non-school issued devices, will be transferred to secure school systems and removed from the devices as soon as reasonably possible.

Images taken by the school community

Greater Shepparton SC permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Greater Shepparton SC 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.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Photographing and Filming Students](#)

APPENDICES

Appendix A - Photographing, Filming And Recording Students Consent Form

Appendix B - Consent Form – Student, Photographing, filming and recording by media and/or other organisations

APPENDIX A

PHOTOGRAPHING, FILMING AND RECORDING STUDENTS AT GREATER SHEPPARTON SECONDARY COLLEGE CONSENT FORM

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters and on classroom blogs/apps etc.

Our **Photographing, Filming and Recording Students Policy**, describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

Please note there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact the College's Main Office.

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images
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If you would like to withdraw or change your consent at any time, you must notify us. If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our **Photographing, Filming and Recording Students Policy** via the Newsletter and/or Compass. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences. This consent form applies to images of students that are collected and used by our school.

We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc) do so in a respectful and safe manner and that images of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on 5891 2000.

Privacy

Photographs, video and recordings (**images**) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (**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 refer to the [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.

Consent for use of images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

Use of images within the physical school environment

If you consent, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways:

- for display in school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)

Use of images within the school community

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- in the school's online communication, learning and teaching tools (e.g. classroom blogs or apps that can only be accessed by students, parents/carers and school staff with passwords.)
- in the school's newsletter

Use of images beyond the school community/publicly

If you consent, photographs, video or recordings of your child may 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 –
- on the school's social media accounts
- School Year Book

Your consent

I have read this form and I consent to Greater Shepparton SC collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways.

Indicate your consent for the three options by using the tick boxes.

- ☐ I consent to the use of images of my child **within the physical school environment**
- ☐ I consent to the use of images of my child **within the school community**
- ☐ I consent to the use of images of my child **beyond the school community/publicly, i.e. the school's website and social media accounts**

Name of student:	
Name of parent/carer:	
Signature:	
Date:	

Further information about how Greater Shepparton SC collects and uses photos, video and recordings of students is available in our Photographing, Filming and Recording Students Policy, including use of images that do not require consent, e.g. to fulfill legal obligations or for identification purposes.

If you do not return this form to the school, we will assume that you do not consent to the optional uses as described above.

APPENDIX B

SCHOOL LETTERHEAD – INTERNAL USE ONLY

Template Specific Event and Media Consent Form – student

[Use this form to seek consent for media and other organisations to photograph, film or record students at specific events at your school. If school staff (or third parties engaged by the school) are taking photos, the annual consent form will likely apply but this should be checked to ensure the kind of event and uses of the photographs are covered. If corporate staff are taking photos, use the Consent Form-Photography and Filming-Student.]

Consent Form - Student

Photographing, filming and recording by media and/or other organisations

Event at our school

[Please provide a clear description of the event taking place at your school – including (a) where, when and why the event is taking place, (b) who will be taking photographs, film and/or recordings, (c) the activities which participating students will be involved in and (d) how photographs, film and/or recordings will be used/published. It is important that (a), (b), (c) and (d) are all covered, and in plain language, so parents/carers are fully informed of the nature of the event and can therefore provide informed consent.]

[*Media example:* On 2 February 2023, Australian cricketer John Smith will visit our school to celebrate the opening of our new cricket pitch. John will play a cricket game with our grade 6 students (**the event**). This is an exciting event for our students. Our school has invited media outlets to attend the event, speak with our students and photograph, film and/or audio record the event. Media outlets that may attend include Channel 9, The Age, and The Herald Sun (**the organisation(s)**). Please be aware that these organisation(s) may publish any photographs, film and/or audio recordings they take at the event on a variety of platforms, such as websites and television broadcasts, and may do so without notifying, acknowledging or paying you or your child.]

[*Non-Media example:* On 2 February 2023, Example Theatre Company (**the organisation**) will be attending our school to perform a play for grade 3 students (**the event**) to raise awareness of disability. The event is interactive and some students may be invited to participate in the performance. Example Theatre Company may film, photograph and/or audio record the event for publication on their website and in promotional brochures, and may do so without notifying, acknowledging or paying you or your child.]

[*Ministerial visit example:* On 2 February 2023, Minister XX will be visiting our school to [XYZ] (**the event**). Our school/the Minister has invited media outlets to attend the event, speak with our students and photograph/film and/or audio record the event. Media outlets that might attend include XYZ (**the organisation/s**). Please be aware that these organisations may publish any photographs, film and/or audio recordings they take at the event on a variety of platforms, such as websites and television broadcasts, and may do so without notifying, acknowledging or paying you or your child.]

Consent

Name of student: _____

I, _____, the parent/carer of this student, consent to my child attending the event described above and being filmed and/or photographed and/or audio recorded by the organisation(s) during the event.

I understand that I can only withdraw my consent for my child to participate before the event occurs and I must contact **[insert school contact person, phone number and/or email address]** to do so.

Date: / /

Signature: _____

Name of parent/carer: _____

Contact number: _____

For any questions about this form, please contact the school on **[insert school contact details]**

To understand more about privacy, see the [Schools' Privacy Policy](#)