



## TRARALGON SOUTH PRIMARY SCHOOL

### PHOTOGRAPHY, FILMING AND RECORDING STUDENTS POLICY

#### PURPOSE:

To explain to parents/carers how Traralgon 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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. It does not cover the use of Closed Circuit Television (CCTV).

#### POLICY:

1. This policy outlines the practices that Traralgon 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in which Traralgon South Primary School will seek parent/carer consent and how consent can be provided and/or withdrawn.
2. As a general rule, use relates to images which are shared and distributed only within the school for school purposes (i.e. ID photos), 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.
3. Traralgon South Primary School will ensure that parents/carers are notified upon enrolment the ways in which our school may use images of students. There are many occasions 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 but not limited to, to celebrate student participation and achievement, showcase learning programs, document a student's learning journey, camps/excursions/sports events, and to communicate with our parents and school community in newsletters and on classroom apps.
4. Traralgon South Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's relevant policies. If at any time a parent/carer or student has a concern about the use of any images they should contact the Principal.
5. In addition to the processes outlined below, parents/carers can complete the 'Photography, Filming and Recording Students At Traralgon South Primary School – Consent Form and Collection Notice' (see Appendix A attached) and submit it to the General 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, consent may be withdrawn for future collection but it may not be possible for consent to be withdrawn for those images already published;
- There may be occasions when the school will record whole of school or large group events, such as the school concert, speech nights, sports events, etc. and if your child participates, they may appear in these recordings which will be available to the whole school community; and
- The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

## **6. Official School Photographs:**

Each year Traralgon 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; and
- Stored on CASES21 for educational and administrative purposes.

Traralgon 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 the General Office in writing 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.

## **7. Images for Use and Disclosure Within the School Community and Ordinary School Communications:**

From time to time Traralgon South Primary School may photograph, film or record students to use within the school community, including but not limited to:

- 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, such as Class Dojo, etc.);
- For display in school classrooms, on noticeboards, etc.; and
- To support student's health and wellbeing (for example, photographs of pencil grip to assist in OT assessments);

A 'Photography, Filming and Recording Students At Traralgon South Primary School – Consent Form and Collection Notice' (see Appendix A attached) will be distributed to parents/carers on enrolment, as well as being available on our website or upon request from our General Office.

## **8. Images to be Used or Disclosed Outside the School Community:**

- a. 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, including in the school newsletter which is publicly available on the website; and
- On the school's social media accounts.

A 'Photography, Filming and Recording Students At Traralgon South Primary School – Consent Form and Collection Notice' (see Appendix A attached) will be distributed to parents/carers on enrolment, as well as being available on our website or upon request from our General Office.

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

**b. Media:**

The media, or the Department of Education and Training's (DET) 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 Traralgon 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; and
- 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.

For school staff, a template 'Specific Event and Media Consent Form' can be found on the following link: <https://www2.education.vic.gov.au/pal/photographing-students/policy>

**9. 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, Traralgon 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; and
- Seek prior, express parent/carer consent in writing.

For school staff, a template 'Specific Event and Media Consent Form' can be found on the following link: <https://www2.education.vic.gov.au/pal/photographing-students/policy>

**10. School Performances, Sporting Events and Other School Approved Activities:**

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

Traralgon 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.

### **11. 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); and
  - Provide a safe and suitable workplace (occupational health and safety law).
- For identification purposes, when necessary to implement discipline and/or behaviour management policies.

Traralgon 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 Traralgon 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.

### **REVIEW CYCLE:**

This policy was last ratified by School Council on 20 July 2020 and is scheduled for review in 2023.

## APPENDIX A

## TRARALGON SOUTH PRIMARY SCHOOL NO. 2114

Street Address: 13 - 19 Keith Morgan Drive Traralgon South 3844  
 Postal Address: RMB 3015 Traralgon South 3844  
 Telephone: (03) 5195 5244  
 Facsimile: (03) 5195 5477  
 Email: [traralgon.south.ps@education.vic.gov.au](mailto:traralgon.south.ps@education.vic.gov.au)



## PHOTOGRAPHY, FILMING AND RECORDING STUDENTS AT TRARALGON SOUTH PRIMARY SCHOOL – CONSENT FORM AND COLLECTION NOTICE

### Permission to cover the duration of the student’s schooling at Traralgon South Primary School

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 but not limited to, to celebrate student participation and achievement, showcase learning programs, document a student’s learning journey, camps/excursions/sports events, and to communicate with our parents and school community in newsletters and on classroom apps.

This notice applies to photographs, videos or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events, such as at concerts or sports events for example, do so in a respectful and safe manner and that any photos, video or recordings (“images”) of students are not publicly posted (to a social media account, for example) without the 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 school on any of the details above.

#### A. Use or Disclosure Within the School Community:

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, including but not limited to:

- 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, such as Class Dojo, etc.);
- For display in school classrooms, on noticeboards, etc.; and
- To support student’s health and wellbeing (for example, photographs of pencil grip to assist in OT assessments);

## B. Use or Disclosure in Publications/Locations that are Publicly Accessible:

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, including in the school newsletter which is publicly available on the website; and
- On the school's social media accounts.

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

### 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.

### Opt Out

Traralgon South Primary School understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see our Photographing, Filming and Recording Students Policy).

If you have decided that you **do not** want images of your child to be collected or used by our school, **please complete the relevant section of the form attached** and return it to the General Office of our school. Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

## Permission

I have read this form and **I consent** to Traralgon South Primary School using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the school community** (e.g.) in the school's communication, learning and teaching tools, on display around the school.
- Use in publications/locations that are publicly accessible** (e.g.) on the school's website, in the school's newsletter) on the school's social media accounts, in promotional material for the school).

- OR -

I have read this form and **I do not consent** to Traralgon South Primary School using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the school community** (e.g.) in the school's communication, learning and teaching tools, on display around the school.
- Use in publications/locations that are publicly accessible** (e.g.) on the school's website, in the school's newsletter) on the school's social media accounts, in promotional material for the school).

### Note:

- *You may choose both or only one type of use.*
- *It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.*
- *Further information is available in our Photographing, Filming and Recording Students Policy.*

<b>Name of Student</b>	
<b>Name of Parent/Carer</b>	
<b>Signature</b>	
<b>Date</b>	