



## TRARALGON SOUTH PRIMARY SCHOOL

### PHOTOGRAPHY, FILMING AND RECORDING STUDENTS POLICY



#### Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office on (03) 5195 5244.

#### PURPOSE:

To explain to parents/carers:

- How Traralgon South Primary School 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- How consent can be provided and withdrawn.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:

- Use of Closed-Circuit Television (CCTV). The use of CCTV is covered by the Department of Education's (DE) CCTV in Schools Policy.
- Use and disclosure of photographs, video, and recordings of adults.

#### POLICY:

1. There are many occasions during the school year where staff may photograph, film or record students participating in school activities and events, for example classroom activities, sports events, concerts, excursions, and camps. 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.

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.

2. 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 It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

### 3. Consent:

The Photographing, Filming and Recording Students Consent Form is provided by Traralgon South Primary School 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 Principal on (03) 5195 5244 or [traralgon.south.ps@education.vic.gov.au](mailto:traralgon.south.ps@education.vic.gov.au). 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).

### 4. Image Use Within the Physical School Environment:

Traralgon South Primary School 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
- To support student's health and wellbeing (e.g.) photographs of pencil grip to assist in OT assessments

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.

### 5. Image Use Within the School Community:

Traralgon South Primary School may photograph, film or record students to use within the physical school community, including:

- In the school's online 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 *uEducateUs*, etc.)

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.

## 6. 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; and
- On the school's social media accounts.

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.

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

## 7. Media:

The media, or the Department of Education's (DE) 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 DE 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/resources>

## 8. 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.

## 9. Closed Circuit Television (CCTV):

Parent or carer consent is not required for a school to install CCTV. However, Traralgon South Primary School will inform the school community of the intention to install a CCTV through appropriate channels such as:

- A newsletter article
- A statement on the school website
- Posted material within the school grounds.

Installation of CCTV will be done in accordance with the DEs [CCTV Installation and Management Policy](#).

## 10. 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/resources>

## 11. 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 and *uEducateUs* (or equivalent school-parent communication app) 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 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. However, the school will need to discuss with these parents/carers alternative arrangements for identifying students in emergencies and for other essential purposes.

## 12. 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 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.

### 13. Child Safety:

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 Child Safety and Wellbeing Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the Principal on (03) 5195 5244 or [traralgon.south.ps@education.vic.gov.au](mailto:traralgon.south.ps@education.vic.gov.au).

### 14. 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. Traralgon South Primary School 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.

### 15. Professional Development:

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

### 16. Storage of Images:

Photographs, video, and recordings of students taken by Traralgon South Primary School 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.

### 17. Images Taken by the School Community:

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 DE own or control any images of students taken by parents/carers, students, or their invited guests at school activities.

## REVIEW CYCLE:

This policy was last ratified by School Council on 6 May 2024 and is scheduled for review in 2027.

|                            |                              |
|----------------------------|------------------------------|
| Policy last reviewed       | 6 May 2024                   |
| Consultation               | School Council on 6 May 2024 |
| Approved by                | Principal and School Council |
| Next scheduled review date | May 2027                     |

## 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

There are many occasions during the school year when staff 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.

Our **Photography, Filming and Recording Students Policy** describes how we will collect and use photographs, videos, 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 Principal on (03) 5195 5244 or [traralgon.south.ps@education.vic.gov.au](mailto:traralgon.south.ps@education.vic.gov.au).

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

If you would like to withdraw or change your consent at any time, you must notify us on (03) 5195 5244 or [traralgon.south.ps@education.vic.gov.au](mailto:traralgon.south.ps@education.vic.gov.au). 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 school newsletter. 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 (03) 5195 5244 or [traralgon.south.ps@education.vic.gov.au](mailto:traralgon.south.ps@education.vic.gov.au).

**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
- To support student's health and wellbeing (e.g.) photographs of pencil grip to assist in OT assessments

#### **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 (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords, such as *uEducateUs*, etc.)

#### **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; and
- On the school's social media accounts.

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

**PLEASE KEEP THIS SECTION AND RETURN THE ATTACHED CONSENT INFORMATION.**



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### CONSENT FORM

The purpose of this form is to obtain parent/carer consent for the items listed below for the duration of your child's education at Traralgon South Primary School. Please complete and sign each permission type as per your individual preferences.

**CHILD NAME:** \_\_\_\_\_

**PARENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

| PERMISSION TYPE       | DETAILS   | CONSENT   |
|-----------------------|---|---|
| Local Excursions      | <p>I have read all the provided information as detailed in the document titled "<i>Local Excursions</i>." I understand that:</p> <ul style="list-style-type: none"> <li>To ensure the school has up-to-date health and contact information about my child, I need to inform the school if this information changes.</li> <li>The school will notify me prior to a planned local excursion(s) taking place.</li> <li>I may withdraw my consent for any/all local excursions at any time prior to the day of the excursion by contacting the General Office.</li> </ul> | <p><b>I do / do not</b> give my child permission to attend local excursions at Traralgon South Primary School.</p> <p><b>Signed:</b></p> <p>_____</p>   |
| Head Lice Inspections | <p>I have read all the provided information as detailed in the document titled "<i>Head Lice Inspections</i>." I understand that head lice inspections include a physical examination of my child.</p>  | <p><b>I do / do not</b> give permission for Traralgon South Primary School to undertake head lice inspections.</p> <p><b>Signed:</b></p> <p>_____</p>   |
| Media Consent         | <p>I have read all the provided information as detailed in the document titled "<i>Photography, Filming and Recording Students</i>." I understand that if I were to opt out at a later date, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain. I am also aware further information can be found in Traralgon South Primary School's <i>Photography, Filming and Recording Students Policy</i>, located on their website.</p>  | <p><b>I do / do not</b> consent to the use of images of my child <u>within the physical school environment</u> (e.g.) in displays, and on noticeboards.</p> <p><b>I do / do not</b> consent to the use of images of my child <u>within the school community</u> (e.g.) in classroom blogs and apps only accessible by students, parents/carers and/or school staff with passwords, such as <i>uEducateUs</i>.</p> <p><b>I do / do not</b> consent to the use of images of my child <u>beyond the school community</u> (e.g.) publicly available, such as on the school website, newsletter, promotional material, and social media accounts.</p> <p><b>Signed:</b></p> <p>_____</p> |
| ICT Acceptable Use    | <p>I have read all the provided information as detailed in the document titled "<i>ICT Acceptable Use</i>."</p>   | <p>My child agrees to comply with the terms of acceptable use and expected standards of behaviour, and together we understand there are actions and consequences established within the relevant school policies if appropriate behaviour is not exhibited.</p> <p><b>Signed:</b></p> <p>_____</p>  |

**Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent for any of the above.**