

Photographing, Filming and Recording Students Policy

PURPOSE

To explain to parents/carers how Carranballac P-9 College will collect, use and disclose photographs, film and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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, film and recordings (“images”) of students. It does not cover the use of Closed-Circuit Television (CCTV). The use of CCTV is covered in our school’s CCTV policy.

POLICY

This policy outlines the practices that Carranballac P-9 College 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circumstances in which Carranballac P-9 College will seek parent/carer consent and how consent can be provided and/or withdrawn.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.

Carranballac P-9 College 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, incursions, sports events, concerts, excursions, camps or special events, etc. We do this for many reasons including to celebrating student participation and achievement, showcasing particular learning programs, documenting a student’s learning journey, communicating with our parents/carers and the school community in Newsletters, College website, Compass and school-controlled social media accounts.

Carranballac P-9 College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and the School Privacy Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the College on (03) 9395 3533 or via email carranballac.p9@edumail.vic.gov.au

In addition to the processes outlined below, parents/carers can contact the college at any time via email 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.

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- There may be occasions when the school will film or photograph whole of school or large group events [and make those recordings available to the school community through DVD sales etc.], such as school concerts, graduation nights, sports events, and public performances. Children participating in such events may appear in these recordings which will be available to the whole school community. If you do not wish your child to be recorded or photographed you may choose to remove your child from the event.
- 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 Carranballac P-9 College will arrange for a professional photographer to take official school photographs of students. This will involve both class photos and individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards
- Stored on CASES21 for educational and administrative purposes.

Carranballac P-9 College 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 College 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 Carranballac P-9 College may photograph, film or record students to use within the school community, including:

- in Carranballac P-9 College communication, learning and teaching tools (for example, College emails, classroom blogs or apps that can only be accessed by students, parents or school staff with passwords eg Compass and Microsoft Office 365)
- 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, Allergy and Anaphylaxis awareness)

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A Collection Notice and Opt-out Form will be distributed to parents/carers on enrolment and also at the beginning of each school year via Compass.

External use or disclosure by the school

Photographs, film or recordings of students may also be used in publications that are accessible to the public, including:

- On the school's website
- On the school's social media accounts
- In the school Newsletter

The Collection Notice and Opt out Form also covers these types of uses and will be distributed to parents/carers on enrolment and also at the beginning of each school year via Compass. 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 Carranballac P-9 College 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, film 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, Carranballac P-9 College 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.

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School performances, sporting events and other school approved activities

Carranballac P-9 College permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Carranballac P-9 College requests that parents/carers, students and invited guests who photograph, film or record school activities only do so from designated “photography points” to ensure they do not restrict the view of others or obstruct entrance and exit routes.

Parents/Carers, students and invited guests may photograph for their own personal use and must not publish the images in any form, including on public 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.

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.

Carranballac P-9 College does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Carranballac P-9 College 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

School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to the school database and delete the images from their device within one week of the images being captured.

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FURTHER INFORMATION AND RESOURCES

Related legislation

- *Education and Training Reform Act 2006*
- *Information Privacy Act 2000*
- the Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

Related Policies

- Child Safety Policy
- Visitors Policy
- Volunteers Policy

EVALUATION

This policy will be reviewed as part of the school's review cycle or if DET guidelines change.

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Appendix 1

This table summarises what documentation is required to enable schools to collect, use and disclose photographs, video and digital images in certain circumstances.

Collection type	School Use	Disclosure to third parties	Documentation required
Official school photographs	<ul style="list-style-type: none"> Storage on CASES21 School identification cards 	<ul style="list-style-type: none"> Parents / guardians School magazine 	<ul style="list-style-type: none"> School-level policy Specific Consent Form for School Photographs
Other school photos, video, film, digital images	<ul style="list-style-type: none"> School newsletters Intranet Within the school 	<ul style="list-style-type: none"> School magazine School website Other internet websites Media 	<ul style="list-style-type: none"> School-level policy General Consent Form (if for school use only) Specific Consent Form (if for disclosure to third parties) Copyright Release Form
Closed circuit television (CCTV)	<ul style="list-style-type: none"> Detect and deter vandalism, graffiti or other unwanted activities. Monitor outdoor areas, corridors and other areas of the school. <p>Prohibited in the following circumstances:</p> <ul style="list-style-type: none"> monitoring the work performance of staff or students use in toilets, shower and change rooms or staff rooms concealed or covert cameras in any location. 	<ul style="list-style-type: none"> Only in very restricted and limited circumstances <p>Note: Contact the Legal Services Unit to obtain advice about your particular circumstances</p>	<ul style="list-style-type: none"> Compliance with legislation including the <i>Surveillances Devices Act 1999 (Vic)</i>. Compliance with Department policies – contact the Security Services Unit for assistance with the guidelines and the approval process

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APPENDIX 2:

Collection, use and disclosure by third parties

This table summarises what documentation is required to enable third parties to collect photographs, video and digital images in these circumstances.

Third party	Documentation required
Parents / guardians	<ul style="list-style-type: none"> • School-level policy
Students	<ul style="list-style-type: none"> • School-level policy
School photographer	<ul style="list-style-type: none"> • School-level policy • Specific consent form for school photographs • Confidentiality Deed
Other professional photographer	<ul style="list-style-type: none"> • School-level policy • Specific consent form • Confidentiality Deed
Media	<ul style="list-style-type: none"> • School-level policy • Specific consent form