

Photographing, Filming and Recording Students Policy

Ratified by School Council December 2018

1. Definitions

- 1.1 DET – Department of Education and Training
- 1.2 Recordings – photographs, videos, audio

2. Purpose

- 2.1 To explain to parents/carers how Coatesville 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

3. Scope

- 3.1 This policy applies to the general collection, use and disclosure of photographs, video and recordings of students.

4. Policy

- 4.1 This policy outlines the practices that Coatesville Primary School has in place for the collection, use and disclosure of recordings of students to ensure compliance with the Privacy and Data Protection Act 2014 (Vic). It also explains the circumstances in which Coatesville Primary School will seek parent/carer consent and how consent can be provided and/or withdrawn.
- 4.2 As a general rule, 'use' relates to recordings which are shared and distributed only within the school for school purposes (i.e. ID photos, Sentral), whilst 'disclosure' is used for recordings which are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.
- 4.3 Coatesville 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 recordings of students.
- 4.4 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, art shows etc. Coatesville Primary School does this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey, concerts, camps, excursions, sports events and to communicate with our parents/carers and school community in newsletters.
- 4.5 Coatesville Primary School will use student recordings 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 recordings they should contact the school office.
- 4.6 In addition to the processes outlined below, parents/carers can contact the office at any time to withdraw their consent for any future collection, use or disclosure of recordings of their child. However:
 - 4.6.1 If the recordings have already been published and are in the public domain, it may not be possible for consent to be withdrawn or for that particular recording to be removed from publication.
 - 4.6.2 There may be occasions when the school will record whole school or large group events and make those recordings available to the school community

through mediums such as, but not limited to, DVD sales. If parents have indicated they would not like their child's recordings to be used for general purposes, Coatesville Primary School will seek parent consent for a specific event. If this consent is not given, that specific child will not be able to participate.

4.6.3 The school can still collect, use and disclose recordings in circumstances where consent is not required (see 4.23 for more information).

4.7 Parents are not able to claim financial compensation for their child's image being used for specific advertising or promotional purposes.

Official school photographs

4.8 Each year Coatesville 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.

4.9 Official school photographs may be:

4.9.1 purchased by parents/carers;

4.9.2 used for school identification cards; and/or

4.9.3 stored on CASES21 for educational and administrative purposes.

4.10 Coatesville 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.

4.11 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.

Recordings for use and disclosure within the school community and ordinary school communications

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

4.12.1 in the school's communication, learning and teaching tools e.g. Konnective feeds, emails and apps that can only be accessed by students, parents or school staff with passwords e.g. Sentral, See Saw;

4.12.2 for display in school classrooms and on noticeboards; and

4.12.3 to support student's health and wellbeing e.g. photographs of pencil grip to assist in OT assessments.

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

Recordings to be used or disclosed outside the school community

External use or disclosure by the school

4.14 Photographs, video or recordings of students may also be used in publications that are accessible to the public, including but not limited to:

4.14.1 on the school's website, including in the school newsletter, Communicator, which is publicly available on the website;

4.14.2 on the school's social media accounts; and

4.14.3 in the school magazine.

4.15 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.

- 4.16 The school will notify parents/carers individually if we are considering using any recordings of their child for specific advertising or promotional purposes.

Media

- 4.17 The media or DET'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.
- 4.18 When our school receives such requests Coatesville Primary School will:
- 4.18.1 provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur; and
 - 4.18.2 seek prior and express parent/carer consent in writing.
- 4.19 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 DET own or control any photographs, video or recordings of students taken by the media.

Other external collection, use or disclosure

- 4.20 If there is a situation which will involve the collection, use or disclosure of recordings of students by or to third parties which is not otherwise covered by this policy, Coatesville Primary School will seek to:
- 4.20.1 provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur; and
 - 4.20.2 if possible seek prior and express parent/carer consent in writing.

School performances, sporting events and other school approved activities

- 4.21 Coatesville Primary School permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities. Unless this stated differently within a venue's policy – e.g. Palais theatre.
- 4.22 Coatesville Primary School requests that parents/carers, students and invited guests who photograph, film or record school activities only do so of their own child for their own personal use do not publish the recordings in any form, including on social media, without the prior consent of parents/carers whose children also appear in the recordings..
- 4.23 Neither the school nor DET own or control any recordings of students taken by parents/carers, students or their invited guests at school activities.

Recordings to manage student behaviour or fulfil our school's legal obligations

- 4.24 On occasion it may be necessary for school staff to photograph, film or record students when necessary to, but not limited to:
- 4.24.1 fulfil legal obligations, including to:
 - 4.24.1.1 take reasonable steps to reduce the risk of reasonably foreseeable harm to students staff and visitors (duty of care);
 - 4.24.1.2 provide a safe and suitable workplace (occupational health and safety law); and
 - 4.24.2 for identification purposes, when necessary to implement discipline and/or behaviour management plans.
- 4.25 Coatesville Primary School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Coatesville Primary School photographs, films or records a student for any of these purposes, staff will only collect and use such recordings in a way that is reasonable and appropriate in the circumstances.

Staff use of personal devices

- 4.26 School staff may use their own personal devices to capture recordings of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the recordings to the school database and delete the recordings from their device, within a reasonable time frame.

5. Further Information and Resources

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

6. Evaluation

- 6.1 This policy will be reviewed every third year as part of the school's regular policy review cycle.