



Photographing, Filming and Recording of Students Policy

Annual Consent Form and Collection Notice

PURPOSE

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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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

This policy outlines the practices that Montrose 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circumstances in which Montrose Primary School will seek parent/carer consent and how consent can be provided and/or withdrawn.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, 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.

Montrose 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 images of students. 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; to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events. We communicate with our parents and school community through the use of newsletters, the school's social media platforms, online portfolios, classroom blogs and websites.

Montrose 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 Policy and Image Consent Agreement. If at any time a parent/carer or student has a concern about the use of any images they should contact the school principal.

This notice applies to photographs, videos (Including live streaming) 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 (e.g.: concerts, sports events etc.) do so in a respectful and safe manner and that any photos, video or recording of "images" of students are not publicly posted (e.g. to a personal social media account) 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 9728 2203 or by email at montrose.ps@education.vic.gov.au

A. Use or disclosure within the school community

Unless you tell us otherwise, 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 in any of the following ways:

- in the school's communication, learning and teaching tools (for example, emails, classroom websites or apps that can only be accessed by students, parents/carers or school staff with passwords e.g. Compass, Google Classroom, See Saw etc.)
- for display in school classrooms, on noticeboards etc.
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)

B. Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise, photographs, video or recordings (including live streaming) 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
- on the school's year level websites
- in the school's newsletter
- any school produced promotional material (without names)

C. Use of online portfolios (See Saw)

Unless you tell us otherwise, group photographs, group videos or recordings of students will be published to See Saw for viewing by parents of the children in the images, however these images can be shared to others via a link.

Your child may be identified by first name and initial of surname (sometimes grade level is identified) only in these images (or not named at all).

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes produced by external organisations (such as newspaper articles, Education Minister's Facebook page).

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 Notification

Montrose 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 read this notice and are comfortable with the school using photos, video or recordings of your child as described above, **you do not need to take any further action.**

However, if you have decided that you **do not** want images of your child to be collected or used by our school, **please complete the form below** and return it to the school office or via email. 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.

If you opt out of option A, B or C, please be mindful that your child may be asked to step out of a photo, video or live stream where the purpose is to share the content within or beyond the school community.

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

- ☐ **A. Use within the school community** (e.g. in the school's communication, learning and teaching tools, on display around the school)
- ☐ **B. Use in publications/locations that are publicly accessible** (e.g. on the school's website, on the school's social media accounts, in the school's newsletter, in promotional material for the school)
- ☐ **C. Use in See Saw (online portfolio platform)** (e.g. instead of group photos and group videos being posted, your child will instead have an individual photo or video posted that only the parent/guardian has the link to)

Note:

- You may choose to opt out of **all 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.

Name of Student	
Name of parent/carer	
Signature	
Date	___ / ___ / ____