

# PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: [\(03\) 9398 2806](tel:0393982806)

Email: [seaholme.ps@education.vic.gov.au](mailto:seaholme.ps@education.vic.gov.au)

## PURPOSE

The purpose of this policy is to explain to parents/carers how Seaholme 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn. This policy will be regularly communicated to the parents/carers and students through the school's communication channels such as website, newsletter and COMPASS portal.

## 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). 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.

## DEFINITIONS

Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the *Information Privacy Act 2000* (Vic) (IP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the *Copyright Act 1968* (Cth) (Copyright Act).

**Note:** In some cases, it is better to use groups rather than individual photographs.

## POLICY IMPLEMENTATION

Seaholme Primary School may require photos and filming of students during school and out of hours school events. **No photographs or filming will occur at the school or school related events (including excursions, incursions and camps) without prior notice, permission from parents and supervision by teachers.**

Photographs and filming may include the following:

- Individual and classroom photographs to be taken each year;
- the collection, use and disclosure of other school photos, video, film and digital images that may be taken by the school from time to time;
- media to take photographs and film of the students;
- parents/carers and students recording of school performances, school activities and other school approved activities.

To ensure the safe and ethical collection and use of student photographs and/or film, Seaholme Primary School will:

- advise parents/guardians when photographs and/or film are to be taken and how they will be stored and used;
- provide parents/guardians with the choice to withhold or withdraw consent for their child to be photographed or filmed;

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- control and manage how and when others collect and publish photographs and/or film of students;
- obtain parents'/guardians' permission before student photographs and /or film are published;
- consider whether to allow parents/guardians to photograph or film their children participating in school events or performances;
- comply with the relevant legislation and Department policy.

Seaholme Primary School will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:

- a) a clear explanation of the film or photo process
- b) proper information about the project, including the message, the medium and the audience
- c) all proposed and foreseeable uses of the material, including secondary uses
- d) the impacts of the material being disseminated
- e) timeframes
- f) any relevant intellectual property matters
- g) that the person can choose not to be photographed or filmed.

Seaholme 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. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events. Seaholme Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards. An Annual Consent Form and Collection Notice will be distributed to parents/carers on enrolment and also at the beginning of each school year. (see **Appendix**)

## Official school photographs

Each year Seaholme 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
- used for school identification cards
- uploaded to Compass for student identification
- stored on CASES21 for educational and administrative purposes.

Seaholme 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 Business Manager 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.

**Note:** Schools must ensure that a professional photographer engaged by the school sign a Confidentiality Deed prior to being permitted to take school photographs.

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## 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 Seaholme Primary School will:

- provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur
- 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.

## School performances, sporting events and other school approved activities

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

Seaholme 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.

**Note: To publish photos of students without their *written* parental consent on personal social media sites is a reportable offence. If parents wish to publish images of students other than their own children on their personal social media, they must have written consent prior to the event**

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.

On occasion it may be necessary for school staff to photograph, film or record students when necessary to:

- fulfil legal obligations, including to:
  - o take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
  - o provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policy

## Collection, use and disclosure by the school

To comply with the *IP Act*, consent will generally be required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the *Copyright Act*. **See 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.

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

## Collection, use and disclosure by third parties

Schools also have a degree of control over the collection of photographs, video and digital images by third parties during school hours and at school approved activities.

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"> <li>School-level policy</li> </ul>
Students	<ul style="list-style-type: none"> <li>School-level policy</li> </ul>
School photographer	<ul style="list-style-type: none"> <li>School-level policy</li> <li>Specific consent form for school photographs</li> <li>Confidentiality Deed</li> </ul>
Other professional photographer	<ul style="list-style-type: none"> <li>School-level policy</li> <li>Specific consent form</li> <li>Confidentiality Deed</li> </ul>
Media	<ul style="list-style-type: none"> <li>School-level policy</li> <li>Specific consent form</li> </ul>

## Consent forms

This table describes the consent forms and their purposes:

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Form	Purpose
Specific Consent Form for School Photographs	<p>Schools usually arrange for a photographer to take individual, class or teaching photographs that are later sold to parents/carers.</p> <p>Before the photographer comes to the school the school must provide the parents/carers with a written notice of when photographs should be taken. This form must also include information about the storage of these photographs on CASES21 and the proposed other use of the individual photograph.</p> <p>Parents/carers can provide informed consent or withhold consent for the collection, use and disclosure of their child photographs at any time by contacting the school.</p> <p>Note: In CASES21 the student photo is used by the school for educational and administrative purposes. Access to CASES21 is restricted to school employees approved by the school principal and Department technical support staff.</p>
General Consent	<p>Schools should develop this form for the collection and use of photographs, video, film, and digital images taken by the school. This should cover generic uses such as publication in the school newsletter, school magazine, on the intranet, and within the school.</p> <p>This form should be distributed regularly, preferably at the beginning of each school year.</p>
Specific Consent	<p>Schools should develop this form for the collection, use and disclosure of photographs, video, film, and digital images whenever one or more of the following circumstances apply:</p> <ul style="list-style-type: none"> <li>any circumstances that is not covered by the general consent form</li> <li>if the circumstances are unique or different</li> <li>if it may involve disclosure to third parties.</li> </ul> <p>It is important that the form contains specific and detailed information about the proposed collection, use and disclosure. This will ensure that the school obtains informed consent from the parents/carers to collect, use and disclose the “personal information” of their child.</p>

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school’s website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

### Related School Policies

- Camps and Excursions Policy
- Child Safety and Wellbeing Policy
- Digital Learning Policy
- Visitors Policy
- Volunteers Policy
- Yard Duty and Supervision Policy

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The Department's Policy and Advisory Library (PAL):

- [Photographing, Filming and Recording Students](#)
- [Crime Prevention in Schools](#)
- [Intellectual Property and Copyright](#)
- [Members of Parliament and Candidates Visiting Schools](#)
- [Photographing, Filming and Recording Staff and Other Adults](#)
- [Privacy and Information Sharing](#)
- [Requests for Information about Students](#)
- [Research and Evaluation in Schools](#)
- [Social Media Use to Support Student Learning](#)

## Supporting documents related to this policy

**Supporting Document 1:** Photographing and Filming Consent Form

**Supporting Document 2:** Third Party Photographing and Filming Consent Form

## Relevant legislation

- [Copyright Act 1968 \(Cth\)](#)
- [Privacy and Data Protection Act 2014 \(Vic\)](#)

## POLICY REVIEW AND APPROVAL

This policy will be reviewed within the school review cycle and directly after any breach of this policy or breach of the *Education and Training Reform Act 2006* and *Information Privacy Act 2000*.

Policy last reviewed	October 2022
Approved by	Principal
Consultation (Not required)	School Council noting October 2022
Next scheduled review date	October 2026