



DONVALE PRIMARY SCHOOL

PHOTOGRAPHING, FILMING

AND RECORDING STUDENTS POLICY

PURPOSE

To explain how Donvale Primary School will collect, use and disclose photographs, video and recordings of students, how parent/carers consent can be provided and how it can be withdrawn.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 Donvale 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circumstances in which Donvale Primary School will seek parent/carers consent and how consent can be provided and/or withdrawn.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 (eg: ID photos, online management system), 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.

Donvale Primary School will ensure that parents/carers are notified upon enrolment 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 athletics day, school production or during an incursion or classroom activity. We do this for many reasons including, for example, to celebrate

student participation and achievement, observe teacher practice, showcase particular school programs or to document a student's learning journey.

Donvale 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. If at any time a parent/carer or student has a concern about the use of any images they should contact the Principal.

In addition to the processes outlined below, parents/carers can contact the Principal in writing at any time 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- if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.
- There may be occasions when the school will record whole of school or large group events such as the school production or sporting events and if your child participates, they may appear in these recordings which will be available to the whole school community.
- 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 Donvale 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
- stored on CASES21 for educational and administrative purposes
- or appear on other relevant school documents such as Student Reports
- displayed in the front office

Donvale 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 advise the school office before the date photos are scheduled to be taken. 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 Donvale Primary School may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools such as emails, classroom blogs or apps that can only be accessed by students, parents or school staff with passwords (eg online management system)
- for display in school classrooms or on notice boards
- to support students' health and wellbeing (eg: flyers identifying students at risk of anaphylaxis that are posted in areas such as the staffroom, first aid room and administration office)
- displayed on TV at school office

A Consent Form, attached to this policy, is contained within the school's enrolment form. Parents/carers complete this form as part of the enrolment process.

Images to be used or disclosed outside the school community

External use or disclosure by the school

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

- the school's website, including in the school newsletter which is publicly available on the website
- school promotional billboards
- school marketing brochures

The Consent 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. 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, it 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.

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, Donvale 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
- seek prior, express parent/carer consent in writing.

School performances, sporting events and other school approved activities

Parents/carers, students and invited guests may photograph, film or record their own child at approved school events and activities or may photograph, film or record another child with permission from relevant parent/carers.

Donvale Primary School requests that parents/carers, students and invited guests only photograph, film or record school activities 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 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.

Donvale Primary School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Donvale 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.

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 a week of the images being captured.

FURTHER INFORMATION AND RESOURCES

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

REVIEW CYCLE AND EVALUATION

Date Implemented:	26 th November 2020
Author:	Education Sub-Committee
Approved By:	School Council
Responsible for Review:	Principal/Assistant Principal
Review Date:	3 years



DONVALE PRIMARY SCHOOL GENERAL PERMISSION FORM

Dear Parents/Guardians

The school requires parent/guardian permission to allow students to participate in various activities at school. Once you have completed this form, we require you to contact us in writing if you no longer give permission for the activities outlined below.

CHILD'S NAME: _____

SUNSMART PROGRAM

I give permission for my child to apply sunscreen (as supplied by the school) to themselves when necessary whilst at school and on camps and excursions.

Parent's/Guardian's signature: _____

MOVIES

I give permission for my child to watch PG movies deemed appropriate by teachers and under teacher supervision as part of the school curriculum.

Parent's/Guardian's signature: _____

LOCAL EXCURSIONS

I give permission for my child to participate in local excursions within walking distance of the school under teacher supervision.

Parent's/Guardian's signature: _____

PHOTOGRAPHS & VIDEO FOOTAGE

I consent to my child being photographed or filmed by a teacher, other staff member or student of Donvale Primary School and for that photo or film image to be included in (tick as appropriate):

- | | DO | DON'T |
|--|--------------------------|--------------------------|
| • The School Magazine | <input type="checkbox"/> | <input type="checkbox"/> |
| • Printed promotional material | <input type="checkbox"/> | <input type="checkbox"/> |
| • Snippets/ Donvale PS website (www.donvaleps.vic.edu.au). | <input type="checkbox"/> | <input type="checkbox"/> |
| • Video Footage /DTV | <input type="checkbox"/> | <input type="checkbox"/> |
| • DPS Facebook Page | <input type="checkbox"/> | <input type="checkbox"/> |

The DPS Facebook Code of Conduct can be found at: <http://donvaleps.vic.edu.au/school-info/policies/>

Please understand that all care is taken in the use of this material and students are mostly pictured in small groups undertaking educational activities. The purpose of the photos / video is to enhance the educational program offered to our students, to support and continue to build our strong sense of community, and to promote Donvale Primary School. Please be aware that if you do not give permission, your child's opportunities to participate in a variety of activities, including the school production and DTV, may be restricted. We suggest that only parents with valid legal reasons to keep the whereabouts of their child confidential should withhold permission.

Parent's/Guardian's signature: _____