



## PHOTOGRAPHING, FILMING AND RECORDING STUDENTS' POLICY

### PURPOSE

To explain to parents/carers:

- how St. Kilda Park Primary collects, uses and discloses photographs, video and recordings of students
- when parent/carer consent is required before photographing, filming and recording students
- how consent can be provided and withdrawn.

### PURPOSE

- To explain to parents/carers how St. Kilda Park Primary School will collect, use and disclose photographs, video and recordings of students and how parent/carer consent can be both provided and/or withdrawn.

### SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students.

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- This policy applies to the general collection, use and disclosure of photographs, video and recordings ("images") of students taken by teaching staff during school hours.

### POLICY

There are many occasions during the school year where St. Kilda Park primary staff photograph, film or record students participating in school activities or events, for example school: classroom activities, sports events, concerts, excursions, camps etc].

We do this for many reasons including to: celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters and on classroom blogs. There may also be occasions where we take images to support student behaviour management or to fulfil legal obligations. Further detail is provided within this policy.

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In addition to the above, there may be situations where a third party requests to take, use or disclose images of students.

This policy outlines the practices that Example 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 It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

## POLICY

This policy outlines the practices that St. Kilda Park 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 St. Kilda Park Primary School will seek parent/carer consent and how consent can be both provided and/or withdrawn.

There are many occasions during the school year where St. Kilda Park Primary School staff photograph, film or record students participating in school activities or events, for example, classroom activities, sporting events, incursions, excursions, camps, Celebration of the Arts etc.

We do this for many reasons including to showcase learning programs, communicate with our parents/carers and school community in newsletters and on seesaw for ongoing reporting. There may also be occasions where we take images to support student behaviour management or to fulfil legal obligations. Further detail is provided within this policy.

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.

- if the images have already been published and are in the public domain, it may not be possible to remove them
- the school can still collect, use and disclose images in circumstances where consent is not required (see below for more information)

## Consent

The Photographing, Filming and Recording Students Consent Form is provided by St. Kilda Park Primary at enrolment. This form applies to standard uses of images for the time your child attends the school. Standard uses are defined in the following sections.

In addition to the processes outlined below, parents/carers can contact the school on 03 85986444 or email the school at [st.kilda.park.ps@edumail.vic.gov.au](mailto:st.kilda.park.ps@edumail.vic.gov.au) 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 and make those recordings available to the school community such as Grade 6 Graduation and Celebration of the Arts, 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) however all care will be taken to ensure that those students who do not have permission for their photo/image to be shared, will not be used for the purposes of the newsletter or via Seesaw for ongoing reporting messages.

## Image use within the physical school environment

St. Kilda Park Primary School may photograph, film or record students to use within the school community, including:

- For displays in the classroom (for example, display of student work and on noticeboards)
- A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carers would like to withdraw or change their consent at any point in time, they must notify the school.

## Image use within the school community

St Kilda Park Primary School may photograph, film or record students to use within the school community, including:

- in the school's online communication, learning and teaching tools (e.g., emails, classroom blogs or apps, SeeSaw posts that can only be accessed by students, parents/carers and school staff with passwords.)

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carers would like to withdraw or change their consent at any point in time, they must notify the school.

## Image use beyond the school community

Photographs, video 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 – Facebook

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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 St. Kilda Park 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.

## Research

Not part of the 2024 policy

## 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, St. Kilda Park 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.

## Official school photographs

Each year St. Kilda Park 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.

Official school photographs may be:

- purchased by parents/carers

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- used for school identification cards
- stored on CASES21 (the Department of Education data management system) for educational and administrative purposes.
- Images will be kept indefinitely by the school and reviewed annually

St. Kilda Park 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 school on 03 85986444 or email the school at [st.kilda.park.ps@edumail.vic.gov.au](mailto:st.kilda.park.ps@edumail.vic.gov.au) before the scheduled date photos will 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 to manage student behaviour or fulfil our school's legal obligations, including child safety

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, for example when custodial arrangements are in place)
  - provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies to support students at risk who require a behaviour management plan to ensure their personal safety within school hours
- where possible the school will advise parents/carers and /or the necessary regulatory authorities that the school has taken these images of the child and the intent for the use of these images

St. Kilda Park Primary School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when St. Kilda Park 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 appropriate in the circumstances. Staff will inform parent/ carers of the development of the behaviour management plan and provide them with a copy.

## Images taken by the school community

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

St. Kilda Park Primary School permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities. However every effort will be made to inform the school community prior to the event, that the event will be



professionally recorded and parent/carers are welcome to take photographs/ recordings of their child and are encouraged not to share these or duplicate and distribute amongst the wider community.

St. Kilda Park 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.

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.

## Child Safe Standards

St. Kilda Park Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our Statement of Commitment to Child Safety. If at any time a parent/carer or student has a concern about the use of any images they should contact the school on 03 85986444.

## Curriculum-based activities

Photographs, film and recordings of students may be collected and used for curriculum-based activities (i.e. class work) as part of standard learning and teaching practices. St Kilda Park Primary does not require or obtain consent for this. Access is limited to students and relevant teaching staff. Parents/carers may have access to images of their own child in this context.

## Professional development

Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. St Kilda Park Primary does not require or obtain consent for this; however the recordings will only be used internally and for the specific purpose of staff development.

## Storage of images

Photographs, video and recordings of students taken by St Kilda Park Primary will be stored in our secure document storage systems with restricted access. Any photographs, videos or recordings made on devices, including non-school issued devices, will be transferred to secure school systems and removed from the devices as soon as reasonably possible.



## COMMUNICATION

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

- On enrolment
- Available publicly on our school's website
- Discussed at staff meetings, annual student information nights as required and in transition and enrolment packs
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- The department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	28 <sup>th</sup> August 2024
Approved by	Neil Scott, Principal
Next scheduled review date	August 2028