



Pittwater House

Photo and Publishing Permissions

6 May 2026

Dear Parents,

As a child-safe school, Pittwater House is committed to using student photos, videos, works and names in a safe, dignified and responsible manner.

This document outlines Pittwater House's current practices regarding the use of student photos, videos, works and names and provides guidelines for parents (of students under 18 years) and students (18 years) to follow, to provide informed consent to the school.

Student Photos, Videos

Photographs or videos of students are taken in school, at school events or in places where students are involved in excursions, camps, activities, assemblies or award ceremonies.

From time-to-time, professional photographers and videographers may also be contracted to take photo and video content of authorised students. Our marketing staff work collaboratively and cooperatively with families and students on marketing projects to ensure there is transparency, understanding and involvement throughout the process.

Student Copyright Works

Students reserve the right to prevent the school from publishing photographs, videos or displays containing their copyright work (that is, work created or made by them or to which they may have contributed during their studies).

Where are they published?

Photographs, recordings and displays of student works may be used in class activities and/or published by Pittwater House in documents, school newsletters, yearbooks, journals, professional development materials for teachers, on the website, on the school's social media platforms (Facebook, Instagram, YouTube, Vimeo, LinkedIn) and in marketing or PR materials produced by or for the school.

Your child's first name and year group may also be published with the photograph, video or display if relevant.

Consent for Use

The Parent Orbit app enables parents and students over 18 years the ability to grant or revoke permissions for photo use directly.

A courtesy reminder is sent out to families to review their photo permissions at the beginning of each year, and prior to professional photo/video shoots within the school.

Please be advised that permissions are automatically set to 'Yes' for all categories. These may be reversed by following the below procedure:

1. Open the Parent Orbit app
2. Tap 'Student' in the bottom navigation
3. Tap 'General Details'
4. Choose the student whose photo/video and copyright works permissions you wish to alter. You may do this by clicking the down arrow 'v'
5. Swipe right from the underlined 'General Details' until you get to the last window: 'Photo Use Permissions'.
6. To update details, tap 'Update Details'. Discuss the below categories with your child to determine the level of permission your family feel comfortable with.
7. Please allow 72 hours for activation of changes.

Withdrawing Consent

You can withdraw consent at any time within the app. Once consent is withdrawn, the school will not make any new publications that include the student's photograph, video or works, as applicable.

Please note:

- If you withdraw consent for your child's image to be published by the school, please ensure the child is aware, as he/she may be asked to step out of group photographs to comply with this request.
- If photo permissions had been granted but your child graduates or terminates their enrolment with the school, please note that the school may use your child's image for up to two years following departure.

Permission Categories at a Glance

There are four levels of permission, each level increasing in the number of places student images and video can be published. Parents can alter permissions for each category at any time using the Parent Orbit app (instructions above). Formal annual school photos are a mandatory requirement for all students, and class and year group photos will be published in the school year book.

The four categories are:

1. **On Campus including Assembly** (Essentially seen by Pittwater House students, families and staff only). Student images/footage may appear in the school yearbook, presentations at assemblies, school TVs and notice boards, school-related apps such as Parent Orbit, SeeSaw, Canvas, documents/journals/ professional development materials for teachers.
2. **External Publications including (school) Newsletters**
Everything included in category 1 plus school newsletters and e-comms sent to prospective families.
3. **Publishing on Social Media**
Everything included in category 1 and 2 plus the Pittwater House Facebook, Instagram, LinkedIn, YouTube and Vimeo accounts.
4. **Marketing & Commercial Use**
Everything included in category 1, 2 and 3 above, plus the Pittwater House website and digital signage, promotional collateral such as brochures, banners and pullups, paid advertising (online, digital, retail, transit (bus), outdoor and print advertising), advertorials, publicity materials (PR) and third-party websites.

Parent Responsibilities at School Events

We often hold school events where parents are welcomed. As a guest of our school, and in acknowledgement of our photo and publishing permissions protocol, please be mindful that some of our staff and students have elected for their photographs not to be taken or published.

For that reason, please only take or publish photos of your own child when at school events.

If the photo you want to take includes images of those outside of your family – even in the background – please ensure you seek permission before taking or publishing them.

Additional Reading

This usage of student images is outlined in the school's [Standard Collection Notice](#) (a requirement of the Privacy Act 1988). The ways in which the school manages personal information is outlined in our [Privacy Policy](#). Both documents are available on our website and can be found using the search bar.

If you have any further questions regarding the above, please contact: marketing@tphs.nsw.edu.au.

Lastly, if you feel the school has breached this use of photo/video material, please contact the Business Manager at school.admin@tphs.nsw.edu.au.

With kind regards,



Anne-Maree Ironside
Business Manager