

# Digital Media Disclosure Notice



At Oatlands Primary School, our curriculum is enhanced by the use of digital mediums such as photos, blogs, podcasts and videos. Within the classroom, digital platforms allow students and teachers to effectively capture learning moments.

Oatlands Primary School collects digital, photographic and multimedia images and videos of students for a wide range of reasons, including to show parents/guardians the learning activities students have undertaken, as well as to promote our school. These images can be used on our school website, in our digital newsletter, on Compass or via the SeeSaw platform.

We respect the privacy laws, however, within a school environment, the Oatlands Community is best served by an acceptance of visual images and digital media. We acknowledge that parents expect to be able to photograph or video their child at an assembly, a class presentation, choir performance or a sporting function. If this is the case, it is only your child that you are able to photograph or film. In some cases, photography and or filming will not be permitted. Oatlands maintains the right to insure appropriate photography and filming at all times. Where required staff will step in to rectify the situation.

## **Disclosure**

This disclosure notice details the ways in which the school uses images, videos or audio recordings of your child, for the purposes of educational or promotional content.

### **1. 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, filming 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 blogs or apps that can only be accessed by students, parents/carers or school staff with passwords eg Google Workspace Apps, Compass, Seesaw etc)
- for display in school classrooms, on noticeboards etc
- in the school's newsletter
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)
- In the school's Setting Up For Success Information Booklet

Your child may be identified by first name 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.

## 2. Use or disclosure 'Externally'

Unless you tell us otherwise, photographs, videos or recordings of students may also be used in publications that are accessible *externally*.

**Use or disclosure in publications/locations that are 'externally' accessible in any of the following ways:**

- on the school's website
- on the school's social media accounts
- in the school magazine
- Filming and live streaming of the school events (eg annual Dance Production, Remembrance Day Ceremony, Anzac Day Ceremony etc)

Your child may be identified by first name 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.

### Privacy

Photographs, videos 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

Oatlands understands that parents and carers have the right to withhold permission for our school to use photographs, videos 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, videos 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 EMAIL YOUR CHILD'S CLASSROOM TEACHER, to inform us of your decision.**

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 do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school via our website or on 03 9705 6055.