

Oatlands Primary School

PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY

Purpose

To explain to parents/carers how Oatlands 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

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 Oatlands 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circumstances in which Oatlands Primary School will seek parent/carer consent and how consent can be provided and/or withdrawn.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 (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.

Oatlands 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, for example

- School Production
- Anzac Day and Remembrance Day ceremonies
- School sporting events
- Graduation ceremonies
- Classroom activities
- School incursions and excursions

We do this for many reasons including, to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and school community.

Oatlands Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safe Policy. 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) 9705 6055

Photography, Filming and Recording Procedures

1. Images for use and disclosure within the school community and ordinary school communications

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.

Please be aware:

- if the images have already been published and are in the 'school community' domain, it may not be possible for consent to be withdrawn.

An Annual *Digital Media Disclosure Notice* will be distributed to parents/carers on enrolment and also at the beginning of each school year.

2. Images to be used or disclosed outside the school community

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

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

- on the school's website
- on the school's social media accounts
- in the school magazine
- Official school photos (specifically class photos)
- 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.

Please be aware:

- if the images have already been published and are in the 'external' domain, it may not be possible for consent to be withdrawn.

An Annual Digital Media Disclosure Notice will be distributed to parents/carers on enrolment and also at the beginning of each school year.

School performances, sporting events and other school approved activities

Oatlands Primary School endeavours to respect the privacy of all members of our school. Oatlands Primary School permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Oatlands Primary 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.

Official school photographs

Each year Oatlands Primary School will arrange for a professional photographer to take official school photographs of students. This will generally involve both class photos, whole school photos and individual photos being taken.

Official school photographs may be:

- Stored on Compass for administration purposes
- purchased by parents/carers
- used for school identification cards
- stored on CASES21 for educational and administrative purposes

Oatlands 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 **email their child's classroom teacher to inform them of this**. This needs to be completed before the date photos are scheduled to be taken, to advise that their child will not participate. There is no obligation for any parent or carer to purchase any photographs taken.

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:
 - 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 policies.

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, Oatlands 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 via Compass or 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, Oatlands 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 via Compass or in writing

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

In addition to the processes outlined below, parents/carers can contact Oatlands Primary School (03 9705 6055) at any time to withdraw their consent for any future collection, use or disclosure of images of their child.

Further information and resources

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2023
Approved by	Principal

Next scheduled review date	January 2026 (3 years)
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