

PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY

KATANDRA SCHOOL

JANUARY 2021

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PURPOSE

To explain to parents/carers how Katandra 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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 Katandra 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the circumstances in which Katandra School will seek parent/carer consent and how consent can be provided and/or withdrawn.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, Sentral), 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.

Katandra 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 may photograph, film or record students participating in school activities or events, for example; to use in Class Dojo including classroom activities, sports events, concerts, excursions, camps and video modelling etc. 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 using Class Dojo and in newsletters and classroom video modelling, blogs/apps.

Katandra School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school’s 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 School Leadership.

In addition to the processes outlined below, parents/carers can contact school leadership in the method of contact on katandra.sch@education.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 through DVD sales etc, such as e.g. the school concert, graduations, sports events etc 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 Katandra 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;
- used for school identification cards; and
- stored on CASES21 for educational and administrative purposes.

Katandra 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 before the date photos are scheduled to 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 for use and disclosure within the school community and ordinary school communications

From time to time Katandra School may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools (for example, SWPBS video modelling, Class Dojo, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords e.g. Sentral, Class Dojo, etc.;

- in internal school displays (for example, classroom displays, school classrooms, on noticeboards, in the school signage system, etc.)
- in school community publications (for example, the school's newsletter, yearbook, concert video, etc)
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments).

Annual Consent Form and Collection Notice

An Annual Consent Form and Collection Notice will be distributed to parents/carers on enrolment and also at the beginning of each school year. The Annual Consent Form and Collection Notice is both a notification of how the school collects photographs, video and recordings, but also allows parents to easily opt out of use and disclosure outside the school community. **If the form is not returned to the school within two weeks, it will be assumed that the parent / carer does not wish to opt-out their student.**

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

The Annual Consent Form and Collection Notice does not cover the taking of, or the use of photographs, video or recordings by the media (as per Media below).

Images for use and disclosure 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:

- on the school's website
- on the school's blog
- in the school magazine; or
- when using Dojo.

The Annual Consent Form and Collection Notice also covers these types of uses.

External Use of Disclosure by 3rd parties

Photographs, video or recordings of students by also be taken by, or shared with 3rd parties in the following circumstances:

- Incursions and on-site visits
- Excursions
- Camps

The Annual Consent Form and Collection Notice also covers these types of uses.

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 Katandra School will:

- provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur; and
- 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, Katandra School will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur; and
- seek prior, express parent/carer consent in writing.

School performances, sporting events and other school approved activities

Katandra School endeavours to respect the privacy of all members of our school community and requests that parents/carers, students and invited guests do not photograph, film or record school performances, sporting events and other school-approved activities.

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); and
 - provide a safe and suitable workplace (occupational health and safety law).
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Katandra School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Katandra 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 are not permitted to capture images of students on their personal devices. If staff would like to photograph, film or record students, they must use the school's camera or iPads and ensure that the images are uploaded onto the school server, i.e. photo drive/folder/etc.

FURTHER INFORMATION AND RESOURCES

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

REVIEW CYCLE

This Code of Conduct or Policy was endorsed/approved by the Katandra School Council on November 2020 for review if legislative or other changes require in the interim or no later than November 2022.

Date Implemented	January 2021
Author	Rhett Watts
Approved By	School Council
Approval Authority (Signature & Date)	School Council President: Kellie Easton Signature Date
Date to be Reviewed	November 2022
Responsible for Review	Rhett Watts, Thomas Cazaly
References	Victorian Government Schools Reference Guide