

PLEASE FILL IN THIS FORM IF YOU CHOOSE NOT TO HAVE YOUR CHILD PHOTOGRAPHED



Photographing, Filming and Recording students at St Kilda Primary School Consent Form and Collection Notice

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to eg celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc, and communicate with our parents and school community.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school.

St Kilda Primary 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 whole school performances, sporting events and other school-approved activities. Parents/carers are allowed to take photographs of their own children as long as no other children are identifiable (unless permission has been given by the other children's parents or caregivers). 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.

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 on 03 9534 3993 or via email at st.kilda.ps@edumail.vic.gov.au

A. Use or disclosure within the school community

Unless you tell us otherwise below, images of your child may be used by our school within the school community, as described below.

Photographs, video 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, digital portfolios that can only be accessed by students, parents or school staff with passwords or QR codes)
- for display in school classrooms, on noticeboards etc
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)

B. Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise below, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website

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, video 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>).

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.

IF YOU CHOOSE TO OPT OUTPLEASE SIGN THE FORM BELOW

St Kilda Primary School understands that parents and carers have the right to withhold permission for our school to use photographs, video 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, video 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 complete the form below** and return it to the Main Office.

I have read this form and I **do not consent** to St Kilda Primary School using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the school community** (eg in the school's communication, learning and teaching tools such as Seesaw, on display around the school)
- Use in publications/locations that are publicly accessible** (eg on the school's website)

Note that you may choose to opt out of both or only one type of use.

Further information is available in the St Kilda Primary School Photographing, Filming and Recording Students Policy

Name of Student	
Name of parent/carer	
Signature	
Date	___ / ___ / _____

