



## Photographing, Filming and Recording students at St Kilda Primary School Annual Consent Form and Collection Notice (2025)

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 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. We request that any parent/carer or other members of our school community photographing, filming or recording students at school events, for example school musical performances, sports events, graduation etc., do so in a respectful and safe manner and that any photos, video or recordings ("images" of students) are not shared or publicly posted without the permission of the relevant parent/carer. 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@education.vic.gov.au](mailto:st.kilda.ps@education.vic.gov.au)

### **A. Use or disclosure within the school community**

Photographs, video or recordings of students may be used by our school within the school community in any of the following ways:

- in the school's communication, learning and teaching tools, for example: emails and Compass (can only be accessed by students, parents/carers or school staff with passwords)
- for display in school classrooms, on noticeboards etc.
- to support student's health and wellbeing, for example, asthma and anaphylaxis plans, OT strategies such as photographs of pencil grip to assist in OT assessments.

*Please note that a separate consent form for Seesaw was signed upon enrolment. If you wish to view the form or to change your consent please contact the Office.*

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

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 social media streams
- in the Parent Information Book and Starting Prep Booklet.

Your child may be identified by first name only, and/or grade 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 of 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.

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### Please tick the appropriate box for each of A & B.

**A. Use within the school community** (for example, in the school's communication – Compass, learning and teaching tools, on display around the school etc.)

**I do consent** to St Kilda Primary School using photos, video or recordings of my child as above.

**OR**

**I do not consent** to St Kilda Primary School using photos, video or recordings of my child as above. This will mean that your child will be excluded from all photos and recordings taken for this purpose in order to respect your choice.

### **AND**

**B. Use in publications/locations that are publicly accessible** (for example, on the school's website, on the school's social media streams etc.)

**I do consent** to St Kilda Primary School using photos, video or recordings of my child as above.

**OR**

**I do not consent** to St Kilda Primary School using photos, video or recordings of my child as above. This will mean that your child will be excluded from all photos and recordings taken for this purpose in order to respect your choice.

<b>Name of Student</b>	
<b>Name of parent/carer</b>	
<b>Signature</b>	
<b>Date</b>	___ / ___ / _____



St Kilda Primary School

## Local Excursion Consent Form 2025

In 2025 St Kilda Primary School may take students outside of school grounds to undertake educational activities in the local area.

**The purpose of this form is to obtain parent/carer consent for local excursions during 2025.**

This form does NOT provide consent for excursions that go beyond the local area.

### Local excursions

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Local excursions that your child may participate in throughout 2025 could include:

- Walking to the CoPP Town Hall
- Local parks
- Ecocentre

### Notification of local excursions

St Kilda Primary School will NOT seek further consent from you before local excursions take place. However, we will provide advance notice to parents/carers of upcoming local excursions through Compass or the class blog on Seesaw.

For local excursions that occur on a recurring basis, St Kilda Primary School will notify parents/carers once only prior to the commencement of the recurring event, eg; weekly sports lessons at the local oval.

Please keep the school informed of any updated contact details to ensure you receive these notifications.

### First aid and Medical Attention

Where necessary, school staff will administer first aid. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education and Training is liable in negligence (liability is not automatic).

### Accident and ambulance cover

The Department of Education and Training does not provide student accident insurance or ambulance cover. Parents may wish to obtain this cover, depending on their health insurance arrangements and any other personal considerations.

**PLEASE RETURN THE CONSENT INFORMATION BELOW TO THE MAIN OFFICE.**

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**Parent/carer consent for local excursions in 2025**

I have read all of the above information in relation to local excursions. I understand that:

- to ensure the school has up-to-date health and contact information about my child, I need to inform the school if this information changes.
- the school will notify me prior to a local excursion(s) taking place.
- I may withdraw my consent for any/all local excursions at any time prior to the day of the excursion by contacting my child's classroom teacher.

I give permission for my child \_\_\_\_\_ (full name)

in Year level \_\_\_\_\_ to attend local excursions in 2025.

**Parent/carer:**

\_\_\_\_\_ (full name)

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

**In case of emergency, I can be contacted on:**

\_\_\_\_\_ OR: \_\_\_\_\_

**Alternative emergency contact person:**

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Phone number: \_\_\_\_\_



**Please sign and return this form as part of your child's enrolment procedure**

## **Parent & Guardian Privacy Consent Use of Seesaw as a Digital Portfolio Platform**

1. The Seesaw online tool ('Seesaw') is hosted by the US company Seesaw Learning Inc. You can learn more about Seesaw by visiting <http://web.seesaw.me/>
2. Seesaw may include videos of the children at work or making a presentation, photos of the students at work, photos of their work or work samples which could include the child's name or other personal information. **These images and personal information are stored on servers in Australia.**
3. Seesaw has a robust privacy policy found at <https://app.seesaw.me/about/privacy>
4. Seesaw is password protected and only our school's participating families will have access to the students' work and related personal information.

### **I acknowledge and consent**

- to my child using Seesaw as part of St Kilda Primary School ('SKPS') curriculum.
- to SKPS entering my child's personal information, ie photo, name and possibly first initial of surname into Seesaw.
- that images of my child (photos and videos) will be uploaded to Seesaw.
- that photos may include my child in group situations where other children are visible, for example sporting events, learning in the classroom etc. and that they will be shared with the whole class or cohort.

### **I agree to abide by the following SKPS policy guidelines when using Seesaw:**

- No sharing of any of my child's journal entries via social media (including the use of screen shots).
- No sharing of my password or the login details with any other person outside my immediate family, ie. parents or carers.
- All comments made by parents will be polite and respectful.
- All comments will refer to the journal entry and your child only.
- That if any inappropriate comments are made, SKPS reserves the right to withdraw parent access until further notice.

Student Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_