



Photography, Filming and Recording Students at St Kilda Primary School Consent Form

During the school year there are many occasions when staff may photograph, film or record students participating in school activities or 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.

Our [Photographing, Filming and Recording Students Policy](#), describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

Please note there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact Principal Sue Higgins on 9534 3993 and st.kilda.ps@education.vic.gov.au.

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us in writing via email to st.kilda.ps@education.vic.gov.au. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our [Photographing, Filming and Recording Students Policy](#), via Compass News Feed. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school.

We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc) do so in a respectful and safe manner and that images of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on 9534 3993 or st.kilda.ps@education.vic.gov.au.

Privacy

Photographs, video and recordings (**images**) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (**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 refer to the [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.

Consent for use of images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

A. Use of images within the physical school environment

If you consent, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways:

- for display in school classrooms (e.g. in displays of student work, on notice boards to celebrate achievements)

B. Use of images within the school community

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- in the school's online communication, learning and teaching tools (e.g. emails, Compass or school applications such as Google Education Workspace that can only be accessed by students, parents/carers and school staff with passwords.)

Please note that a separate consent form for our Digital Learning Portfolio Seesaw is signed upon enrolment. If you wish to view the form or to change your consent please contact the Office.

C. Use of images beyond the school community/publicly

If you consent, photographs, video or recordings of your child may 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 Booklets

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

If you do not return this form to the school, we will assume that you do not consent to the optional uses as described above.

To indicate your consent, please tick the appropriate box for each of A, B & C below.

A. Use within the physical school environment (for example, for display in school classrooms)

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 within the school community (for example, in the school's online communication – Compass, learning and teaching tools etc. that can only be accessed with passwords)

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

C. Use beyond the school community / publicly (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.

Name of student:	
Name of parent/carer:	
Signature:	
Date:	

Further information about how St Kilda Primary School collects and uses photos, video and recordings of students is available in our [Photographing, Filming and Recording Students Policy](#), including use of images that do not require consent, e.g. to fulfill legal obligations or for identification purposes.



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: _____



St Kilda Primary School Local Excursion Consent Form 2026

In 2026 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 2026.

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 2026 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.

Parent/carer consent for local excursions in 2026

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 2026.

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: _____