



## **St Kilda Primary School Photographing, Filming and Recording Policy**



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact the school on 03 9534 3993

## **PURPOSE**

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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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

## **POLICY**

This policy outlines the practices that St Kilda 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circumstances in which St Kilda Primary School will seek parent/carer consent and how consent can be provided and/or withdrawn.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. Compass and Seesaw), 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.

St Kilda 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 digital portfolio posts, classroom activities, sports events, concerts, excursions, camps etc. We do this for many reasons including to, for example, 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 on our website and digital portfolios.

St Kilda Primary 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 the Principal by calling the Main Office.

In addition to the processes outlined below, parents/carers can contact the school by sending an email to the school email account ([st.kilda.ps@edumail.vic.gov.au](mailto:st.kilda.ps@edumail.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 or downloadable recordings, etc, such as eg the school concert, 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 St Kilda Primary 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
- stored on Compass Student Management System for administrative purposes
- stored on CASES21 for educational and administrative purposes.

St Kilda 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 do so by sending an email to the school email account ([st.kilda.ps@education.vic.gov.au](mailto:st.kilda.ps@education.vic.gov.au)) before the date photos are scheduled to be taken and clearly state that they do not want their child to be photographed either individually and/or in the class photo. 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 St Kilda Primary 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, emails, digital portfolios (Seesaw) that can only be accessed by students, parents or school staff with passwords or QR codes)
- for display in school classrooms, on notice boards etc
- to support student's health and wellbeing (eg photographs to speed identification for children with anaphylaxis or asthma)

An Annual Consent Form and Collection Notice will be distributed to parents/carers on enrolment and also during Term 1 each school year.

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.

## **Images to be used or disclosed 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

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment and also during Term 1 each school year. We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

### **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 St Kilda Primary 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, St Kilda 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 and
- seek prior, express parent/carer consent in writing.

### **School performances, sporting events and other school approved activities**

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.

### **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.

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

## Staff use of personal devices

School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to student digital portfolios (Seesaw) and delete the images from their device as soon as is practicable after the images have been captured.

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [Photographing and Filming Students](#)<sup>f</sup>

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2021
Approved by	Sue Higgins
Next scheduled review date	October 2025