

# Photographing, Filming and Recording Students Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 03 8552 0583 or 03 98713275

## Purpose

To explain to students and parents/carers:

- how Avenues Education collects, uses and discloses photographs, video and recordings of students
- when parent/carer consent is required before photographing, filming and recording students
- how consent can be provided and withdrawn.

## Scope

This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students. This policy does not cover the use of Closed-Circuit Television (CCTV) or the use and disclosure of photographs, video and recordings of adults.

## Policy

There are occasions at Avenues Education where staff may photograph, film or record students participating in school activities or events, for example during learning activities and incursions. We do this for many reasons including to celebrate student participation and achievement and to document a student's learning journey. There may be occasions where we take images to support student behaviour management or to fulfil legal obligations. Further detail is provided in this policy.

This policy outlines the practices that Avenues Education has in place for the collection and use of images of students to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic). It also explains the circumstances in which Avenues Education will seek parent/carer consent and how consent can be provided and/or withdrawn.

## Consent

The Photographing, Filming and Recording Students Consent Form is provided to parents/carers by Avenues Education during intake into the Pathways Education Program (PEP). This form applies to standard uses of images for the time your child attends the program. Standard uses are defined in the following sections.

For non-standard uses, where consent is required such as the use of photographs in other school programs, parents/carers will be sent a consent form for that specific situation.

If at any time parents/carers wish to withdraw their consent, they can by contacting the student's key teacher. If consent is withdrawn verbally, the school will make a written record of this. However:

- the school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

## Image use within the physical school environment

Avenues Education may photograph, film or record students to use within the physical school environment, including:

- for display in school classrooms (e.g. in displays of student work to celebrate achievements)
- for documentation of learning (during activities or incursions)

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on intake for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the key teacher.

#### **Image use within the school community**

Avenues Education may photograph, film or record students to use within the school community, including:

- in the school's online communication, learning and teaching tools (e.g., emails or apps that can only be accessed by students, parents/carers and school staff with passwords like COMPASS, Class Dojo.)

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on intake for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

#### **Image use beyond the school community**

Avenues Education generally does not utilise photographs, videos or recordings in publications that are accessible to the public i.e. school website, social media accounts etc. A Consent Form and Collection Notice will be distributed to parents/carers at the time of the event seeking public accessibility if proposing to use images externally.

#### **Media**

The media, or the Department of Education'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 Avenues Education receives such requests, our school will:

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

#### **Research**

On occasion, the school may agree to research projects being conducted at the school. If this occurs, parent/carer consent will be sought for student participation, including any photography or recording of students.

#### **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, Avenues Education will:

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

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

Avenues Education does not require or obtain consent from parents/carers or students to photograph, film or record students, or to use these images, for these reasons. However, when Avenues Education photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is necessary, reasonable and appropriate in the circumstances.

### **Child Safe Standards**

Avenues Education will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety and Wellbeing Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the student's key teacher or Principal.

### **Curriculum-based activities**

Photographs, film and recordings of students may be collected and used for curriculum-based activities (i.e. class work) as part of standard learning and teaching practices. Avenues Education does not require or obtain consent for this. Access is limited to students and relevant teaching staff. Parents/carers may have access to images of their own child in this context.

### **Professional development**

Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. Avenues Education does not require or obtain consent for this, however the recordings will only be used internally and for the specific purpose of staff development.

### **Storage of images**

Photographs, video and recordings of students taken by Avenues Education will be stored in our secure document storage systems with restricted access. All photographs, videos or recordings are made on school devices only and will be transferred to secure school systems and removed from the devices as soon as reasonably possible.

### **Images taken by the school community**

Avenues Education requests that parents/carers, students and invited guests who photograph, film or record school activities only capture their student and do so for their own personal use and do not publish the images in any form, including on social media. No other student or children are to appear in these images.

## **Communication**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in Staff Induction Processes
- Included in staff handbook/manual
- Provided to parent/s carers during intake into the PEP Program

- Discussed at annual staff briefings/meetings

### Related policies and resources

The Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

### Policy Review and approval

|                            |                   |
|----------------------------|-------------------|
| Policy last reviewed       | 8/03/2024         |
| Approved by                | Principal         |
| Next scheduled review date | Before March 2027 |

# Photographing, Filming and Recording students at Avenues Education

## Consent Form

There may be occasions where Avenues Education Teachers may photograph, film or record students participating in school activities and events. We do this to celebrate student participation and achievement as well as document a student's learning journey.

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 your child's key teacher.

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 by emailing your child's key teacher. If consent is withdrawn verbally, we will make a written record of this. 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.

This consent form applies to images of students that are collected and used by our school. We request that parents/carers, students and invited guests who photograph, film or record school activities only capture their student and do so for their own personal use and do not publish the images in any form, including on social media. No other student or children are to appear in these images.

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 98713275 or 8552 0588

## Privacy

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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

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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

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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.

### 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 to celebrate achievements)*
- *for documentation of learning (during activities or incursions)*

### 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 or apps that can only be accessed by students, parents/carers and school staff with passwords like COMPASS, Class Dojo.)*

### Use of images beyond the school community/publicly

Avenues Education generally **does not** utilise photographs, videos or recordings in publications that are accessible to the public i.e. school website, social media accounts etc. Avenues Education will always notify you individually to gain purposeful consent if we are considering using any images of your child for specific advertising or promotional purposes. E.g. use on the website, within media.

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### Your consent

I have read this form and I consent to Avenues Education collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways. Indicate your consent for the three options by using the tick boxes.

- I consent to the use of images of my child **within the physical school environment**
- I consent to the use of images of my child **within the school community**

|                               |  |
|-------------------------------|--|
| <b>Name of student:</b>       |  |
| <b>Name of parent/carers:</b> |  |
| <b>Signature:</b>             |  |
| <b>Date:</b>                  |  |

Further information about how Avenues Education collects and uses photos, video and recordings of students is available in our Photographing, Filming and Recording Students Policy on the school website [Avenues Education Policies](#) including use of images that do not require consent, e.g. to fulfill legal obligations or for identification 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.