

# Photographing and Filming of Students Policy

## Rationale:

To ensure the collection and use of student photographs and/or film in the school:

- protects the personal information of individuals
- respects the individual's right to control how and for what purpose their personal information is used
- complies with the relevant legislation and Department policy.

Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the *Information Privacy Act 2000* (Vic) (IP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the *Copyright Act 1968* (Cth) (Copyright Act).

## Aims:

- to ensure parents'/guardians' permission is obtained before student photographs and /or film are published
- to advise parents/guardians when photographs and/or film are to be taken and how they will be stored and used
- to provide parents/guardians with the choice to withhold or withdraw consent for their child to be photographed or filmed
- to control and manage how and when others collect and publish photographs and/or film of students
- to inform parents as to whether parents/guardians are allowed to photograph or film their children participating in school events or performances.

## Implementation:

### School Photographs by Third Party

At the beginning of each year, the school arranges for individual and group photographs to be taken by a Third Party (Compass). The school will provide the parents/carers with a notification on Compass Newsfeed of the date/s photographs will be taken. The school use of these photographs is listed later in this policy

### Recording of school performances, school activities and other school approved activities.

No recording of school performances or activities is permitted unless, before that activity commences, audience members are informed that recording is permitted. This includes photography or filming by the students.

If filming is permitted, any copy of events, including school activities such as House Chorals, Concerts, House Drama and Year 12 video, should not be uploaded onto social media unless the express permission of every student who is photographed, is obtained in written form and presented to the school.

Any person found to breach the code may be found to be in breach of the Copyright Act and could open themselves up to legal action. Please be mindful that failure to abide by the code could lead to serious personal consequences for one or more students whose identity may be protected under Order of the Court.

## CCTV

The school has Closed circuit television installed and this is used to

- Detect and deter vandalism, graffiti or other unwanted activities
- Monitor outdoor areas of the school

## Media

The school will only permit the media to take photographs and film of the students after notification and publication information has been sent to the parents/carers and consent has been obtained using the Specific consent form.

## Third Party Collection and Use of images

The school will only permit a third party to take photographs and film of the students after notification and publication information has been sent to the parents/carers and consent has been obtained using the Specific consent form.

## Use of images by the school.

To comply with the *IP Act*, consent will generally be required from parents/carers before the school can collect and use student photographs and film. The list below shows how the school obtains consent and the school use of those images.

### Use of images with permission obtained using the General Consent Form

Official school photographs will be used for:

- Storage on CASES21 and Compass (In CASES21 and Compass the student photo is used for educational and administrative purposes. Access to these systems is restricted to school employees approved by the school principal)
- School identification cards
- School magazine

Other photos taken will be used for

- School newsletter

### Use of images with permission obtained using the Specific Consent Form

Other school photos, video, film, digital images will be used for

- School website
- Other internet websites
- Media

## **Evaluation:**

This policy will be reviewed annually.

This policy was last ratified by School Council: June 2017