Photographing, Filming and Recording Students at

Fish Creek & District Primary School

Consent Form

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including to celebrate student participation in school events such as dress-up days, camps and excursions as well as celebrating their achievements in educational, artistic or sporting events. We may also use photos to showcase learning programs, document a student's learning journey, communicate with our parents and school community in newsletters and on our website or Facebook page.

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 our office on 03 5683 2271 or fish.creek.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 on 03 5683 2271 or fish.creek.ps@education.vic.gov.au. If consent is withdrawn verbally, we will make a written record of this.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.

We will provide an annual reminder to parents about our **Photographing, Filming and Recording Students Policy** via the school newsletter and COMPASS. 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 03 5683 2271 or fish.creek.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).

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.

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 noticeboards to celebrate achievements)

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. classroom blogs or apps that can only be accessed by students, parents/carers and school staff with passwords.)
- in the hardcopy of the school's newsletter (hardcopy given only to students and staff)

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 [including in the school newsletter which is publicly available on the website]
- in the local paper,
- in public places e.g. Art exhibitions, local shows or the Public Library,

Use of images beyond the school community/publicly - *digital audience*

If you consent, photographs, video or recordings of your child may be used in publications that are accessible to the public, including:

- social media accounts
- on the school's Facebook page

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

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Your consent

I have read this form and I consent to Fish Creek & District P.S 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**

☐ I consent to the use of images of my child **beyond the school community/publicly, i.e. the school's website and public places (Art exhibitions, local shows etc.)**

☐ I consent to the use of images of my child **beyond the school community/publicly, *digital audience* i.e. the school's social media accounts including Facebook**

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

***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.*

Please return only this page to the office.