

Monbulk College

Photographing, Filming and Recording Students Consent Requirement

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 and achievement, showcase learning programs, document students learning journey/camps/excursions/sports events etc, communicate with our parents and school community in our Website News and social media.

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 The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.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 the General Office on (03) 9751 9000.

This Consent document describes:

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

If you would like to change or withdraw your consent at any time, you must notify the General Office. 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 our 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 document 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 document, or you would like to talk about any concerns you have, please contact the General Office on (03) 9751 9000.

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.

Use of images

Our school uses images in several ways.

Use of images within the physical school environment

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 and corridors (e.g. in displays of student work, on noticeboards to celebrate achievements)

Use of images within the school community

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.)

Use of images beyond the school community/publicly

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 accounts
- on the school's marketing material (e.g. billboards, prospectus, cover photo)

Withdrawing your consent (Opt Out - Action Required)

If you would like to withdraw your consent at any time, you must notify the General Office to complete an opt out form. 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.