

Photographing and Filming Students

SCHOOL POLICY

Rationale:

This Policy governs how and when students are photographed at Derrimut Primary School and whether consent is required.

This policy is consistent with Victorian privacy law and must be read in conjunction with relevant Department and school policies (including the school's privacy policy and the Department's 'Photographing and filming students' and 'Information Privacy' policies).

Definition:

Throughout this policy: **the Department** means the Department of Education and Training and **parents** include guardians and carers.

Aims:

This policy notifies the school community about how students may be photographed or filmed at our school.

Students will only be photographed and/or filmed as described in this policy.

Importantly, this policy explains which types of photographing/filming require the school to obtain prior, specific consent from parents.

For all photography or filming of students the school will either:

1. **obtain express consent:** obtain prior, express consent from parents before the proposed event or activity
2. **allow parents to opt-out:** notify parents in writing in advance, so parents have an opportunity to advise the school that their child cannot participate
3. **provide notice only:** notify parents in writing in advance, either through this policy or specific communication during the year, that students will be photographed and/or filmed in certain circumstances.

Implementation:

1. PRIOR, EXPRESS CONSENT REQUIRED

a) Photographing students and their classroom work for school purposes by Derrimut PS teachers

On occasion, staff may wish to take photographs of students in their classroom environment or on school grounds to publish in on both physical and virtual.

- the school's learning and teaching tools, (for example, classroom blogs)
- the school's publicly available website and social media accounts
- promotional material for the school, including in pamphlets and public advertisements
- the school's newsletter and other communications to the school community and public.

Our school will only photograph or film students for these purposes (or for any other incidental purposes related to a classroom activity) after a parent has provided prior, express consent in writing which is signed at enrolment and lasts their life schooling years.

- b) The media may at times approach the school seeking to photograph and/or film students for a news story. This may include broadcast media (such as Channel 9) or print media including newspapers (such as The Age newspaper) and magazine publications. When our school receives such media requests, we will seek prior, express parent consent in writing and describe the relevant media organisation involved or when the photography or filming will occur.

Students will only be photographed or filmed 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 or film of students taken by media.

2. OPT-OUT ONLY

Official school photographs of students: individual students and each class

Every year the school arranges for an external company to photograph individual students and each class. Our school notifies parents in advance to give parents an opportunity to decide that their child cannot participate in these official school photographs.

Parents that choose to opt-out must **contact our school** to advise that their child cannot participate.

3. PHOTOGRAPHING and FILMING STUDENTS – NOTICE ONLY

Photographing students to manage student behaviour or fulfil our school's duty of care

On occasion it may be necessary for the school staff to photograph students when necessary to:

1. fulfil legal obligations including to:
 - a. take reasonable steps to reduce the risk reasonably foreseeable harm to students, staff and visitors (duty of care)
 - b. provide a safe and suitable workplace (occupational health and safety law)
 - c. provide reasonable adjustments for students with disabilities (anti-discrimination law)
2. for identification purposes, when necessary to implement discipline and behaviour management policies.

Our school does not require or obtain consent from parents (or from students) to photograph students for these reasons. **However, when our school photographs a student for any of these purposes, we will take reasonable steps to advise the student/parent that this has occurred and explain the reasons why.**

SCHOOL PERFORMANCES, SPORTING EVENTS AND OTHER SCHOOL-APPROVED ACTIVITIES

The school permits parents, students and invited guests to photograph and film school performances, sporting events and other school-approved events. The school requests that parents and invited guests who photograph or film at school events only do so for their **own personal use** and **do not publish the images** on social media or in any form **without the prior consent of persons whose children also appear in the images.**

Neither the school nor the Department own or control any photographs or film of students taken by parents or their invited guests at these events.

SECURITY AND OWNERSHIP OF PHOTOGRAPHS/FILM OF STUDENTS

Security

All photographs and/or film of students are stored securely by the school, as required by Victorian privacy law and relevant Department policy.

Ownership

All photographs and/or films of students taken under the school's direction are owned by the Department.

Any photographs and/or films taken by others external to our school (and the Department) are not owned or controlled by our school (the Department).

Evaluation:

This policy will be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council on December 2015. Version 1.2