

PHOTOGRAPHING, FILMING & RECORDING STUDENTS POLICY



PURPOSE

To explain to parents/carers how Frankston Heights Primary School will collect, use and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students. It does not cover the use of Closed Circuit Television (CCTV). The use of CCTV is covered in the school's CCTV policy.

POLICY

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explains the circumstances in which the school will seek parent/carer consent and how consent can be provided and/or withdrawn.

As a general rule, use relates to images which are shared and distributed only within the school for school purposes (i.e., ID photos, Sentral, CASES21), whilst disclosure is used for images which are shared and distributed outside of the school staff, and are available to other students, parents/carers and the wider school community.

Frankston Heights Primary school will ensure that parents/carers are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example: classroom activities, sports events, concerts, excursions and camps. This is done to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey and communicate with our parents/carers and school community through the school's newsletters, digital learning platforms, social media accounts and website.

Frankston Heights Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy and Child Safety Code of Conduct. If at any time a parent/carer or student has a concern about the use of any images they should contact the Principal or Assistant Principal by email (frankston.heightsps@education.vic.gov.au) or phone (9783 4988).

In addition to the processes outlined below, parents/carers can contact the school office by email to frankston.heightsps@education.vic.gov.au at any time to withdraw their consent for any future collection, use or disclosure of images of their child. However:

- If the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.
- There may be occasions when the school will record whole of school or large group events such as a school concert or event and if your child participates, they may appear in these recordings which will be available to the whole school community.

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

Official school photographs

Each year Frankston Heights Primary School will arrange for a professional photographer to take official school photographs of students. This will generally involve both class photos and individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- stored on CASES21 and Sentral for educational and administrative purposes.

The school will notify parents/carers in advance of the official school photographs being taken to give them an opportunity to decide whether their child will be included in the official school class and group photographs.

Parents/carers who choose to opt-out of having their child participate in the official school class and group photographs must inform the school in writing prior to the date of the scheduled photos. There is no obligation on any parent or carer to purchase any photographs taken.

Images for use and disclosure within the school community and ordinary school communications

From time to time Frankston Heights Primary School may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools that can only be accessed by students, parents or school staff with passwords e.g., Seesaw, Google Classroom, Sentral etc.
- for display in school classrooms and on noticeboards

An annual consent form will be distributed to parents/carers on enrolment and also at the beginning of each school year.

Images to be used or disclosed outside the school community

External use or disclosure by the school

Photographs, video or recordings of students may also 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
- on the school's social media accounts

The annual consent form also covers these types of uses and will be distributed to parents/carers on enrolment and also at the beginning of each school year. The school will notify parents/carers if images of their child are to be used for specific advertising or promotional purposes.

Media

The media, or the Department of Education and Training'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 our school receives such requests Frankston Heights Primary School will:

- provide parents/carers with information about the organisation involved and when/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.

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, Frankston Heights Primary School 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.

School performances, sporting events and other school approved activities

Frankston Heights Primary School permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Parents/carers or other members of our school community photographing, filming or recording students at school events (e.g., concerts, sports events etc.) are to do so in a respectful and safe manner. Any photos, video or recordings ("images" of students) are not to be published in any form, including social media without the prior consent of persons whose children also appear in the images.

Neither the school nor the Department own or control any images of students taken by parents/carers, students, or their invited guests at school activities.

Staff use of personal devices

School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to the school database and delete the images from their device and any cloud storage accounts within a fortnight of the images being captured.

COMMUNICATION

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

- Annual reminders in our school newsletters and on Sentral
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in transition and enrolment packs

FURTHER INFORMATION AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2023
Approved by	Principal
Next scheduled review date	September 2026