

# PHOTOGRAPHING, FILMING & RECORDING STUDENTS POLICY



## PURPOSE

To explain to parents/carers:

- how Frankston Heights Primary School (FHPS) collects, uses and discloses photographs, video and recordings (images) of students
- when parent/carer consent is required before photographing, filming and recording students
- how consent can be provided and withdrawn.

## SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students. It does not apply to the use of Closed Circuit Television (CCTV). The use of CCTV is governed by the Departments CCTV Installation and Management 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explains the circumstances in which the school will seek parent/carer consent and how consent can be provided and/or withdrawn.

Throughout the school year, FHPS staff may photograph, film or record students participating in school activities and events, such as classroom learning, sporting events, performances, excursions and camps. Images may be collected for purposes including:

- celebrating student participation and achievement
- showcasing learning programs
- documenting students' learning journeys
- communicating with parents/carers and the school community via newsletters, digital learning platforms, the school website and school social media accounts.

In some circumstances, images may also be collected to support student behaviour management or to meet legal obligations. Further details are outlined below.

## CONSENT

The Photographing, Filming and Recording Students Consent Form is provided by Frankston Heights Primary School at enrolment. This form applies to standard uses of images for the time your child attends the school. Standard uses are defined in the following sections.

For non-standard uses where consent is required, parents/carers will be provided with a separate consent form specific to that situation. The school will also notify parents/carers when implementing new software or platforms that may include student images, providing an opportunity to raise any concerns or preferences.

Parents/carers may withdraw or change consent at any time by contacting the Principal or Assistant Principal by:

- email: [frankston.heightsps@education.vic.gov.au](mailto:frankston.heightsps@education.vic.gov.au)
- phone: (03) 9783 4988

Withdrawn consent must be communicated in writing. Please note:

- if images have already been published and are in the public domain, it may not be possible to withdraw consent
- the school may continue to collect and use images in circumstances where consent is not required (outlined below).

## **STANDARD USES OF STUDENT IMAGES**

Consent provided at enrolment applies to the following standard uses. Consent, if given, applies until it is withdrawn or changed by the parent/carer.

### **Image Use Within the Physical School Environment**

FHPS may photograph, film or record students for use within the school environment, including:

- displays in classrooms, administration areas, shared spaces and the school hall
- notice boards and displays celebrating student work and achievements.

### **Image Use Within the School Community**

FHPS may photograph, film or record students for use within the school community, including:

- password-protected online learning, communication and teaching platforms accessible only to students, parents/carers and staff (e.g. Seesaw P-Y2, Google Classroom Y3-6, Sentral, learning applications).

### **Image Use Beyond the School Community**

FHPS may use student images in publications accessible to the public, including:

- the school website (including publicly available school and year level newsletters)
- school social media accounts (e.g. the school Facebook page).

Parents/carers will be notified individually if the school is considering using images of their child for specific advertising or promotional purposes.

## **MEDIA**

From time to time, media organisations or the Department of Education media team may request to photograph, film or record students for news stories or school events. This may include print, online, broadcast or social media.

When such requests are received, FHPS will:

- provide parents/carers with information about the organisation, purpose and timing of the media activity
- seek prior, express written consent.

Students will only be photographed, filmed or recorded by media if express consent is provided for that specific event. Neither the school nor the Department owns or controls images taken by the media.

## **RESEARCH**

Where the school agrees to participate in research projects, parent/carer consent will be sought for student participation, including any photography or recording of students.

## **CLOSED CIRCUIT TELEVISION (CCTV)**

Frankston Heights Primary School's CCTV system is managed in accordance with the Department's [CCTV Installation and Management Policy](#). Further information is available in the school's CCTV Privacy Notice on the school website.

## OTHER EXTERNAL COLLECTION OR DISCLOSURE

If a situation arises that involves the collection, use or disclosure of student images by third parties and is not otherwise covered by this policy, FHPS will:

- provide parents/carers with information about the activity, organisation involved and timing
- seek prior, express written consent.

## OFFICIAL SCHOOL PHOTOGRAPHS

Each year, FHPS engages a professional photographer to take official school photographs, including class and individual photos. These photographs may be:

- purchased by parents/carers
- used for school identification cards
- stored on CASES21 for educational and administrative purposes.

Parents/carers will be notified in advance of photo days and may opt out by informing the school in writing prior to the scheduled date. There is no obligation to purchase photographs. The school will consult with families who opt out regarding alternative identification arrangements for essential purposes.

## IMAGES FOR STUDENT SAFETY, BEHAVIOUR OR LEGAL OBLIGATIONS

In some circumstances, it may be necessary for staff to photograph, film or record students to:

- meet legal obligations, including duty of care and occupational health and safety requirements
- support student wellbeing, safety and behaviour management
- identify students when implementing behaviour management processes.

Consent is not required in these circumstances. Images will only be collected and used in ways that are necessary, reasonable and appropriate.

## CHILD SAFE STANDARDS

FHPS uses student images reasonably, sensitively and appropriately, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy and Child Safety Code of Conduct. Concerns about image use should be directed to the Principal or Assistant Principal by email ([frankston.heightsps@education.vic.gov.au](mailto:frankston.heightsps@education.vic.gov.au)) or phone (9783 4988).

## CURRICULUM-BASED ACTIVITIES

Student images may be collected and used as part of normal curriculum and classroom learning activities. Consent is not required. Access is limited to students and relevant staff. Parents/carers may have access to images of their own child in this context.

## PROFESSIONAL DEVELOPMENT

Classes or teachers may occasionally be recorded for internal professional development purposes. Consent is not required, and recordings are used only within the school for staff learning and improvement.

## STORAGE AND SECURITY OF IMAGES

All student images are stored securely with restricted access. Images captured on any device, including non-school-issued devices, will be transferred to secure school systems and deleted from the device as soon as reasonably practicable.

## IMAGES TAKEN BY THE SCHOOL COMMUNITY

Parents/carers, students and invited guests may photograph, film or record school performances, sporting events and other approved activities. This must be done respectfully and safely. Images must not be published, including on social media, without the consent of parents/carers of all students appearing in the image.

The school and the Department do not own, or control images taken by parents/carers, students or guests.

## COMMUNICATION

This policy will be communicated to the school community through:

- enrolment processes
- annual reminders in the school newsletter
- publication on the school website
- staff induction and training
- 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	February 2026
Approved by	Principal
Next scheduled review date	February 2029

# PHOTOGRAPHING, FILMING & RECORDING STUDENTS



## PARENT/CARER CONSENT FORM

During the school year, Frankston Heights Primary School staff may photograph, film or record students participating in school activities and events such as classroom learning, sporting events, performances, excursions and camps.

The **Photographing, Filming and Recording Students Policy** explains how the school collects, uses and discloses photographs, video and recordings (images) of students. It also explains when parent/carer consent is required and how consent can be provided or withdrawn.

This consent form:

- explains situations where parent/carer consent is required for standard uses of student images
- outlines how personal information is handled in accordance with privacy law
- explains ownership and reproduction of images.

This form applies to images of students collected and used by the school.

### Uses of images that do not require consent

Please note that there are some circumstances where the school does **not** require parent/carer consent to photograph, film or record students. These include:

- curriculum-based activities (classroom learning and assessment)
- identity management
- managing behaviour or safety incidents
- supporting a student's health, wellbeing and safety
- providing individual feedback or communication to students, parents/carers or staff.

If you have any concerns about the use of photographs at our school, including for safety or cultural reasons, please contact the Principal or Assistant Principal on **9783 4988**.

### Privacy

Photographs, video and recordings in which your child is identifiable are considered **personal information** under Victorian privacy law.

Frankston Heights Primary School is part of the Department of Education and is required to comply with the **Privacy and Data Protection Act 2014 (Vic)** when collecting, using and storing personal information.

Further information is available in the Department's [\*\*Schools' Privacy Policy\*\*](#)

### Ownership and reproduction

Copyright in images taken by the school is owned by Frankston Heights Primary School. This means the school may use images in the ways outlined in this form without notifying, acknowledging or compensating parents/carers or students.

### Images taken by parents/carers and community members

Parents/carers, students and invited guests may photograph, film or record school events such as concerts and sporting events.

All members of the school community are expected to do so respectfully and safely. Images must **not** be published or shared (including on social media) without the consent of parents/carers of all students appearing in the image.

### **Parent/Carer Consent for Standard Use of Images**

Please read each category below and indicate your consent by selecting **YES** or **NO**.

I have read and understood this form and consent to Frankston Heights Primary School collecting photographs, video or recordings of my child and using them in the following ways:

I consent to the use of images of my child <b>within the physical school environment</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"><li>for display in school buildings, including classrooms, administration areas, shared spaces and the school hall</li></ul>		
<ul style="list-style-type: none"><li>on noticeboards and displays celebrating student work and achievements</li></ul>		

I consent to the use of images of my child <b>within the school community</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"><li>in password-protected online learning and communication platforms accessed only by students, parents/carers and staff (e.g. Seesaw (P-2), Google Classroom (Y3-6), Sentral, learning applications</li></ul>		

I consent to the use of images of my child <b>beyond the school community (public use)</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"><li>on the school's website (including publicly available school and year level newsletters)</li></ul>		
<ul style="list-style-type: none"><li>on the school's official social media accounts e.g. school Facebook page</li></ul>		

### **Withdrawal of consent**

Consent applies for the duration of your child's enrolment at the school unless it is withdrawn or changed. Parents/carers may withdraw or amend consent at any time by contacting the school.

**Please complete the details below.**

<b>Student name</b>	
<b>Class</b>	
<b>Parent/Carer name</b>	
<b>Parent/Carer signature</b>	
<b>Date</b>	