

KEPS PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal or Assistant Principal.

PURPOSE

To explain to parents/carers how Kew East Primary School (KEPS) 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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.

POLICY

This policy outlines the practices that KEPS 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It also explains the circumstances in which KEPS will seek parent/carer consent and how consent can be provided and/or withdrawn.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, Compass), 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.

KEPS 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, Soiree, excursions, and camps. We do this for many reasons including, to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters and on classroom website, such as, Seesaw.

KEPS will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact Principal or Assistant Principal.

In addition to the processes outlined below, parents/carers can contact the office via email 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 [and make those recordings available to the school community through DVD sales such as a musical production and or Soiree 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, use and disclose images in circumstances where consent is not required (see below for more information).

Official school photographs

Each year KEPS 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
- used for school identification cards
- stored on CASES21 for educational and administrative purposes.

KEPS 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 photographs.

Parents/carers who choose to opt-out of having their child participate in official school photographs must contact the office before the date photos are scheduled to be taken to advise that their child will not participate. This request will be communicated to the class teacher. 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 KEPS may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools, emails, classroom Seesaw program and on Compass that can only be accessed by students, parents or school staff with passwords
- for display in school classrooms, and on noticeboards
- in the school's newsletter on Compass which is password protected
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)

An Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment and also at the beginning of each school year in the newsletter.

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, in the school prospectus.

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment and also at the beginning of each school year. We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Media

The media, or the Department of Education'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, KEPS 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, KEPS 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

Where parents are requested by staff to be an official 'staff' member on an excursion/incursion, any images taken must be done so on a school device (camera or iPad) and will be for an educational purpose only. KEPS staff will also be required to use school devices to take images while on camps/excursions /Incursions.

On other occasions, where parents are attending as invited guests, KEPS permits parents/carers, and invited guests, to photograph, film or record school performances, sporting events and other school-approved activities that includes their own child. In the instance where the school has decided or is required to film or photograph an event themselves, parents will not be permitted to capture their own images.

Parents are requested to be mindful of not filming or taking photos of other students or staff where possible, other than their own child. In some circumstances, where it is deemed inappropriate to take images, KEPS staff, may direct for film or photographs not to be taken.

KEPS requests that parents/carers and invited guests who photograph, film or record school activities only do so for their own personal use and do not publish the images in any form, including on 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 or their invited guests at school activities.

Images to manage student behaviour or fulfil our school’s legal obligations

On occasion it may be necessary for school staff to photograph, film or record students when necessary to:

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

KEPS does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when KEPS photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is reasonable and appropriate in the circumstances.

Staff use of personal devices

School staff should seek to use school devices wherever possible to capture images of students. Where a school device is not available or is impracticable to use one, staff may use a personal device subject to the following conditions:

- it is for reasonable and legitimate educational purposes and/or to fulfill legal obligations; and
- the images are uploaded to the school data base and deleted from the staff member’s personal device within a week of the images being captured.

COMMUNICATION

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

- Annual reminders in our school newsletter
- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings, as required
- Included in transition and enrolment packs
- mentioned at parent information sessions and/or in recorded information sessions

FURTHER INFORMATION AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2023
Approved by	Principal
Next scheduled review date	April 2027