

# Photographing, Filming and Recording Students Policy Annual Consent Form and Collection Notice

Latest DET Update: July 2021  
First Developed in this Format: April 2022

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. 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 etc, communicate with our parents and college community in newsletters/principals' update and on classroom blogs/apps such as COMPASS.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our college community photographing, filming or recording students at college events such as concerts, sports events etc., do so in a respectful and safe manner and that any photos, video or recordings ("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 notice, or you would like to talk about any concerns you have, please contact our college:

- Williamstown Year 7- 9 Campus Office Ph: 03 9393 5800
- Altona North Prep - Year 9 Campus Office Ph: 03 9392 8600
- Paisley Year 10 -12 Campus Office Ph: 03 9393 8500
- email to [bayside.p12@education.vic.gov.au](mailto:bayside.p12@education.vic.gov.au)

## **A. Use or disclosure within the school community**

Unless you tell us otherwise below, images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the colleges' communication, learning and teaching tools such as emails, classroom blogs or apps that can only be accessed by students, parents/carers or college staff with passwords (e.g., COMPASS)
- for display in classrooms, on noticeboards etc.
- in the college newsletter and/or principals' update
- to support student's health and wellbeing such as photographs of pencil grip to assist in OT assessments.

## **B. Use or disclosure in publications/locations that are publicly accessible**

Unless you tell us otherwise below, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the college website
- on the college social media accounts – Facebook
- in the college magazine

Your child may be identified by first name only in these images (or not named at all).

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.



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## Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (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 see [Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<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.

## Opt Out

Bayside P-12 College understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the college is not required to seek consent – see our *Photographing, Filming and Recording Students Policy*).

**If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do not need to take any further action.**

However, if you have decided that you **do not** want images of your child to be collected or used by our school, **please complete the form below** and return it to your child's campus office. Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain

I have read this form and I **do not consent** to Bayside P-12 College using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the college community** (e.g., in COMPASS, learning and teaching tools, on display around the college, in the school's newsletter/principals update)
- Use in publications/locations that are publicly accessible** (e.g., on the college website, on the college social media accounts, in promotional material for the college)

Note:

- You may choose to opt out of both or only one type of use.
- It may not be possible for the college to amend past publications or to withdraw images that are already in the publication domain.
- Further information is available in the Bayside P-12 College Photographing, Filming and Recording Students Policy

Name of Student	
Name of parent/carers	
Signature	
Date	_____ / _____ / _____

