



Photographing, Filming and Recording Students Policy

Purpose and Scope

1. This enrolment policy outlines the procedures undertaken at “Preshil” The Margaret Lyttle Memorial School (The School) in relation to photographing, filming and recording students within the community and for school communications. This includes School events on and off campus, images taken to fulfil the School’s legal and educational obligations, staff use of personal devices, and the communication of this policy.

Scope

2. This policy explains how the School will collect, use and disclose photographs, video or recordings of students, and how parents/carers consent can be provided and how it can be withdrawn. Additionally, this policy does not pertain to photographs, videos, or recordings of adults.

Policy

3. This policy outlines the practices that the 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) and the School’s Privacy Policy.
4. For the purposes of this Policy, ‘use’ relates to images which are shared and distributed only within the school for school purposes (i.e. on the School’s student management system) whilst ‘disclosure’ relates to images which are captured to be shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community (through SeeSaw, Newsletters etc.).
5. Preshil 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.
6. 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, music or drama productions, excursions, camps etc. We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student’s learning, and communicate with our parents/carers and school community in newsletters and on SeeSaw.
7. The School will use student images reasonably, appropriately, and sensitively, consistent with our obligations under the Child Safe Standards and our school’s Child Safety and Wellbeing Policy. If at any time a parent/carer or student has a concern about the capture or use of any images they should contact the relevant Head of Campus, or Communications and Marketing Manager by email or phone.
8. The School honours a family’s right to withdraw consent at any time. In addition to the specific processes outlined below, parents/carers can contact Reception in writing 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, the

School will do its best to remove these images, although on some occasions, it may not be possible for consent to be withdrawn.

9. 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), such as school productions, concerts etc. If your child participates, they may appear in these recordings which will be available to the whole school community.
10. The School can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

School Photos

11. Each year the 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.
12. Official school photographs may be:
 - a) purchased by parents/carers
 - b) used for school identification cards
 - c) stored on the Learning Management System for educational and administrative purposes.
13. School photographs are generally taken in Term One, and the date made available on the School calendar. Preshil will notify parents/carers in advance of the official school photographs being taken to provide ample opportunity to decide whether their child will be included in the official school photographs.
14. Parents/carers who choose to opt-out of having their child participate in official school photographs need to inform reception on their child's campus before the date photos are scheduled to be taken to advise that their child will not participate. 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

15. From time to time the School may photograph, film or record students to use within the school community, including:
 - a) in the school's communication, learning and teaching tools (for example, emails, SeeSaw which can only be accessed by students, parents or school staff)
 - b) for display in school classrooms, on noticeboards etc.
16. An Annual Consent Form and Collection Notice will be distributed to parents/carers on enrolment, and again, at the beginning of each school year.

Images use or disclosure outside of the School or School community

17. Photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- a) on the school's website (including the school newsletter which is publicly available on the website)
 - b) on the school's social media accounts
18. The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment and 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

19. The media 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. Upon request the School will:
- a) provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur
 - b) seek prior, express parent/carer consent in writing.
20. Students will only be photographed, filmed or recorded by the media at school if express consent is provided for that specific media event. The school does not own or control any photographs, video or recordings of students taken by the media.

Other External Collection, Use Or Disclosure

21. 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, such as participation with academic research, Preshil will:
- a) provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
 - b) seek prior, express parent/carer consent in writing.

School performances and other school approved activities

22. The School permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.
23. The School requests that parents/carers, students 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. The School will endeavour to remind those in attendance to be mindful of the privacy of all families with students participating, and request that images or recordings captured not be posted publicly, or to social media accounts.
24. The School does not own or control any images of students taken by parents/carers, students or their invited guests at school activities.

Staff use of personal devices

25. 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 drive and delete the images from their device within a week of the images being captured.

Communication of this policy

26. This policy will be communicated to our school community in the following ways:
- a) Available publicly on the school website
 - b) Included in staff induction processes
 - c) Included in transition correspondence to new families
 - d) Discussed at staff briefings/meetings as required
 - e) Discussed at parent information nights/sessions as required
 - f) Annually referenced in the Annual Consent Form

Related Policies and references

- a) Privacy and Data Protection Act 2014 (Vic)
- b) Child Safe Standards - <https://ccyp.vic.gov.au/>
- c) Child Safety and Wellbeing Policy
- d) Annual Consent Form
- e) Collection Notice
- f) Privacy Policy

Review History

Version	Date Released	Next Review	Author	Approved
1.0	May 2024	May 2027	Business Manager	Principal