

PHOTOGRAPHING & FILMING POLICY

Rationale

1. The purpose of this policy is to ensure the collection and use of student photographs and/or film at Brunswick South West Primary School:
 - 1.1. protects the personal information of individuals
 - 1.2. respects the individual's right to control how and for what purpose their personal information is used
 - 1.3. complies with the relevant legislation and Department policy.

Aims

2. The aim of this policy is to:
 - 2.1. advise parents/guardians when photographs and/or film are to be taken and how they will be stored and used
 - 2.2. provide parents/guardians with the choice to withhold or withdraw consent for their child to be photographed or filmed
 - 2.3. control and manage how and when others collect and publish photographs and/or film of students
 - 2.4. obtain parents'/guardians' permission before student photographs and/or film are published
 - 2.5. provide guidelines for parents regarding photographing or filming their children participating in school events or performances.

Implementation

3. The School's photographing and filming will operate in accordance with the Information Privacy Act 2000 (Vic) and Copyright Act 1968 (Cth) as set out by the Department's guidelines.
4. This policy will be placed on the school's website and parents will be reminded annually of the policy's existence.
5. The school procedures for recording and publishing student photographs, video, audio and work samples include:
 - 5.1. **General Consent** - The school will distribute a General Consent Form (Parent Consent for Recording & Publishing), at the time of enrolment. This form clearly states that should a parent wish to change their consent, they can do so by advising the Principal in writing. A copy of the form is attached.
 - 5.2. The school **will not** photograph, video or audio record students and/or their work samples where permission has not been granted (*see General Consent Form*) except for the purposes of assessment, professional development and school photographs (*see clause 5.3*).

BRUNSWICK SOUTH WEST PRIMARY SCHOOL

PHOTOGRAPHING & FILMING POLICY

- 5.3. **School Photographs** - the school arranges for individual and classroom photographs to be taken each year. Parents will be advised, in writing, at least one week prior to school photographs being taken. Parents will be given the option to 'opt out' of participating in school photographs, by writing to the School Principal. The school will store the photographs on the School's CASES21 database. CASES21 is used for educational and administrative purposes and access is restricted to school employees and Department technical support staff.
- 5.4. **Specific Consent** - permission slips will be issued for activities which are not covered by the General Consent Form and/or, involve circumstances which are unique and different, and/or, disclosure to third parties.
- 5.5. **Media** – from time to time the school will, with the Principal's prior approval, permit the Media to take photographs and film of the students. The school will only allow the Media to photograph and film students who have given permission, *see General Consent Form (Parent Consent for Recording & Publishing)*.
- 5.6. **Ad Hoc** - from time to time the school will photograph, video, film students and/or their work samples who have given permission, *see General Consent Form (Parent Consent for Recording & Publishing)*.
- 5.7. **School Performances** - the school permits parents/carers and students to record school performances, school activities and other school approved events. Photographs, video and audio recordings are for parents own use and not for publication as some parents may not have consented, *see General Consent Form and the Information Privacy Act 2000 (Vic) and Copyright Act 1968 (Cth)*. The school will not necessarily know the details of individuals who are taking photographs or recordings. For example, school fete and interschool sports have people from outside the school (and outside the school's control) photographing the event.
- 5.8. **School Swimming Program** – the school will request parents, carers, teachers and students not to record/photograph at the school swimming program.
- 5.9. **CCTV** – the school does not have CCTV installed.
- 5.10. **Third Parties** - the school will allow third parties who have signed a Confidentiality Deed (*Department proforma, see attached*) to photograph, video, film students and/or their work samples who have given permission, *see General Consent Form (Parent Consent for Recording & Publishing)*.

Evaluation

6. This policy will be formally minuted and reviewed by School Council triennially. This policy was ratified by School Council on 18 /11/ 2013.

Louise Chocholis
Principal

Ray McKenzie
School Council President