

# Yarra Junction Primary School

School Number: 3216



## PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY

**Acting Principal: Lisa Rankin**

**School Council President: Brian Westlake**

<b>Date Implemented</b>	25/06/2018
<b>Date Reviewed</b>	
<b>Author</b>	Leanne Hancock
<b>Sighted by School Council</b>	_____/_____/2018
<b>Approved by School Council President</b>	_____/_____/2018
<b>Approved by Principal</b>	_____/_____/2018
<b>Responsible for Review</b>	Principal/Assistant Principal/Team Leader
<b>Review Date</b>	25/06/2019

*Yarra Junction Primary School*

*2370 Warburton Hwy,*

*Yarra Junction 3797*

*Ph: 5967 1544*

[www.yjps.vic.edu.au](http://www.yjps.vic.edu.au)

E-mail: [yarra.junction.ps@edumail.vic.gov.au](mailto:yarra.junction.ps@edumail.vic.gov.au)



# PHOTOGRAPHY, FILMING AND RECORDING OF STUDENTS POLICY

## RATIONALE

The purpose of this policy is to ensure the collection and use of student photographs and/or film at Yarra Junction Primary School:

- protects the personal information of individuals
- respects the individual's right to control how and for what purpose their personal information is used
- complies with DET policy guidelines

Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the *Information Privacy Act 2000 (Vic)* and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the *Copyright Act 1968*.

## AIMS

The aim of this policy is to:

- advise parents/guardians when photographs, film and/or recordings are to be taken and how they will be stored and used
- provide parents/guardians with the choice to withhold or withdraw consent for their child to be photographed, filmed or recorded
- control and manage how and when others collect and publish photographs, film or recordings of students
- obtain parents'/guardians' permission before students' photographs, film or recordings are published
- provide guidelines for parents/guardians regarding photographing, filming or recording their children participating in school events or performances

## IMPLEMENTATION

Yarra Junction Primary School's photography, filming and recording will operate in accordance with the *Information Privacy Act 2000 (VIC)* and *Copyright Act 1968* as set out in the Department of Education and Training's (DET) guidelines.

This policy will be published on the Compass portal and parents will be reminded annually of its existence.

The school's procedures for recording and publishing student photographs, video, audio samples include:

- **General Consent-** YJPS will distribute a Parental Consent Form (Consent for Recording and Publishing of Student Images) at the start of a child's time at YJPS. This form clearly states that the permissions agreed upon remain for the duration of the child's time at the school and should a parent wish to alter their consent, they can do so by advising the Principal in writing.
- YJPS **will not** photograph, video or audio record students and where permission has not been granted, except for the purposes of student management, assessment, professional development and school photographs.
- **School Photographs-** YJPS arranges for individual and classroom, including clubs and groups, photographs to be taken each year. Photography companies will be expected to sign a Confidentiality Deed (DET proforma) prior to photographing students. 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 Principal. YJPS will store the school photographs on the YJPS CASES21 database. CASES21 is used for educational and administrative purposes and access is restricted to YJPS employees and DET Technical support staff. Photographs are also stored in Compass, YJPS's student management system. Access to photographs is restricted to YJPS staff and DET technical support staff.
- **Specific consent-** Permission slips will be issued for activities that are not covered by the General Consent form, and/or, involve circumstances that are unique and different, and/or, disclosure to third parties.
- **Media-** from time to time YJPS will, with the Principal's prior approval, permit the Media to take photographs, film or record students. YJPS will **only** allow the media to photograph, film or record students who have given permission.
- **YJPS performances and Sporting events-** YJPS permits parents/guardians and students to record YJPS performances, activities or other approved events. Photographs, video and audio recordings are for parents' own use and not for publication, as some parents may not have provided consent, see *Information Privacy Act 2000 (Vic)* and *Copyright Act 1968*.
- **Photography of students -** There are times when school staff will take photographs of students for school and classroom management purposes and displays. These photos may be taken with a staff member's personal device, including mobile phone or tablet. It stipulated to staff that if using a personal device to take photos that photos are uploaded to our school server and/or school laptop - and/or printed for purpose. Once uploaded/printed photographs/video is to be deleted from their personal mobile/tablet and not shared with any person(s) not employed by Yarra Junction Primary School. These student images may be used for school management including first aid notification and identification purposes, in cases where safety or student wellbeing is at risk, or other classroom related display or educational purposes.
- **Third Parties-** the school will allow third parties who have signed a Confidentiality Deed (DET proforma) to photograph, video, film or record students who have consent to do so

## REVIEW CYCLE

This policy is scheduled to be reviewed as part of the school's annual review cycle. It is due for review in June 2019.