

Photographing, Filming & Recording of Students Policy



Help for non-english speakers

If you need help to understand the information in this policy please contact Kalianna School on 03 5442 1311

Purpose

This policy outlines how Kalianna School Bendigo collects, uses, and discloses photographs, videos, and recordings of students to ensure compliance with privacy laws. It also explains the process for obtaining and withdrawing parental consent.

Scope

This policy applies to the general collection, use, and disclosure of student images, excluding Closed Circuit Television (CCTV), which is covered under a separate policy.

Policy

This policy outlines the practices that Kalianna 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). It also explains the circumstances in which Kalianna School will seek parent/carer consent and how consent can be provided and/or withdrawn.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, Individual Educational Plans (IEP), Class Dojo), 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.

Kalianna School 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 sporting occasions, school events/celebrations, camps and excursions, etc. We do this for many reasons including to showcase particular learning programs, document a student's learning journey, events, communicate with our parents/carers and school community on Class Dojo and Facebook, advertise and promote events, put on display.



Kalianna School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's [Child Safe Policy and Statements](#). If at any time a parent/carer or student has a concern about the use of any images they should contact our school office on 03 5442 1311.

In addition to the processes outlined below, parents/carers can contact the Principal or Assistant Principal via email at kaliannass@education.vic.gov.au 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, KBTv, or programs etc.), such as whole school concerts, sports events, graduation speeches, and other activities. If your child participates in these events or activities, 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 Kalianna 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.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards
- stored on CASES21 for educational and administrative purposes.

Kalianna School 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. 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 Kalianna School may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools (for example, emails, Class Dojo or apps that can only be accessed by students, parents or school staff with passwords such as Sentral, Google Drive, etc)
- for display in school classrooms, or notice boards etc
- on KBTV, Kalianna's weekly TV show
- to support student's health, such as; photographs of pencil grip for OT

A Consent Form will be distributed to parents/carers on enrolment, see Appendix A

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:

- on the schools website
- on the schools premises
- on the school's social media account - Facebook
- 'Welcome to Country' video

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment packs. 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 and Training'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 Kalianna School 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, Kalianna School will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur

School performances, sporting events and other school approved activities

Kalianna School permits parents/carers, students and invited guests to photograph, film or record sporting events and other school-approved activities.

Kalianna 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.

Neither the school nor the Department own or control any images of students taken by parents/carers, students 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.

Kalianna School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Kalianna School 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 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 database and delete the images from their device within a week of the images being captured.

Appendix A



PERMISSIONS

If you have any concerns or queries about the following questions, please see office staff.

Do you give permission for your child to travel locally in a staff member's car? YES / NO

If your child's teacher believes your child will benefit from Speech or OT (Occupational Therapy) while at school, do you give permission for your child to receive this service? YES / NO

Do you give permission for your child to attend local excursions and performances? YES / NO

Do you give permission for the school to check your child's head for head lice? YES / NO
(Please note that if head lice are found, you will be phoned and your child will not be able to attend school again until they are treated)

Do you give permission for the school to apply sunscreen on your child if needed? YES / NO

PHOTO AND WORK SAMPLE PERMISSIONS

Photographs:

In school/Dojo	YES / NO
Website	YES / NO
Social Media/Newspaper/TV	YES / NO

Work Samples:

In school/Dojo	YES / NO
Website	YES / NO
Social Media/Newspaper/TV	YES / NO

Thank you for taking the time to complete this Student Enrolment form. We understand that the information you have provided is confidential and will be treated as such, but the details are required to enable staff to properly enrol your child at our school.

I certify that the information contained within this form is correct.

Parent / Guardian Name: _____

Signature of Parent/Guardian: _____ Date: ____ / ____ / ____

For more information and Resources

<https://www.vic.gov.au/schools-privacy-policy>

<https://www2.education.vic.gov.au/pal/photographing-staff/policy>

https://www.kalianna.vic.edu.au/_files/ugd/0f0d01_fe5ffb34d8b49f38df40105bde85aa9.pdf

Policy Review and approval

Policy last reviewed	February 2024
Approved by	Principal
Next scheduled review date	February 2025

