

## STUDENT IMAGES

### RATIONALE

Images of students are a vital part of the Thomastown West Primary School environment. They are integral to celebrating children's effort and achievement, recording student participation at school and in school events and promoting the school and events held by the school.

### 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) (IP Act) 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 (Cth) (Copyright Act).
- Student images will be identified only by first name unless specific authorisation is obtained.
- Newspaper press invited to school events, are expected to follow school policy on the publication of photographs of students, with the understanding that they are not to be put on a newspaper website without parental consent.
- Parents may take images of students at school events providing they do not interfere with the running of the event.
- Parents must not publish images of students (other than their own children) on social media websites without the permission of the appropriate parents/guardians.

### IMPLEMENTATION

- A consent form for the use of student images for displays, in the school newsletter, school website and internet applications will be completed at the time of enrolment.
- A consent form for the use of student images for publication in the press or film will be sought.
- A consent form for the use of student images by Education Professionals (such as pre-service teachers) will be sought.
- Annual individual, class and team photographs are preceded by a notice of intention to parents.
- Display of team photographs and student participation photographs (Aussie of the Month) is consistent with the original purpose of recording a student's participation in school activities.
- Photographs of students and their work will from time to time appear on the school website.
- Video or audio recording of school performances (school assembly, sporting activities, special events) is permitted at school under a copyright licence paid by DET on behalf of all government schools (*AMCOS/ARIA licence*)

### EVALUATION

- This policy will be reviewed as required by developments in relevant legislation or DET guidelines.
- This policy will be reviewed as part of the Thomastown West Primary School policy review cycle.