



Thomastown West photographing, recording and filming students Policy 2020 - 2024

Thomastown West Primary School motto is **Together Working on Pathways to Success**. At Thomastown West Primary School we want every child to achieve their full potential and we know that parents share this goal. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that student privacy and wellbeing is of the utmost importance.

PURPOSE

To explain to parents/carers how Thomastown West Primary School will collect, use and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings ("images") of students. It does not cover the use of Closed Circuit Television (CCTV) as Thomastown West does not have CCTV capacity.

POLICY

This policy outlines the practices that Thomastown West Primary 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in which Thomastown West Primary School will seek parent/carer consent and how consent can be provided and/or withdrawn.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, Compass), 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.

Thomastown West Primary 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 classroom activities, sports events, concerts, badge and certificate presentation, excursions and camps. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey, document student experiences on camps, excursions and sports events, communicate with our parents/carers and school community in newsletters, website, our Thomastown West Facebook Page and learning platforms such as Google Classroom and Class Dojo.

Thomastown West Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact Sandi Young, School Principal.



Thomastown West photographing, recording and filming students Policy 2020 - 2024

In addition to the processes outlined below, parents/carers can contact Sandi Young, School Principal via thomastown.west.ps@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 the whole of school or large group events and make those recordings available to the school community through DVD sales, such as our school concert or band performances. If your child participates, 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 Thomastown West Primary School I 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
- used to identify students on our school Compass management system
- stored on CASES21 for educational and administrative purposes.

Thomastown West Primary 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 Sandi Young via email at thomastown.west.ps@education.vic.gov.au 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 Thomastown West Primary 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, classroom blogs or apps that can only be accessed by students, parents or school staff with passwords such as Compass, Class Dojo, Google Classrooms.
- for display in school classrooms, on noticeboards and certificates
- to support student's health and wellbeing (eg. photographs of pencil grip to assist in OT assessments or images of medical forms or in social stories)

An Annual Photography Consent Form and Collection Notice will be distributed to parents/carers on enrolment and also at the beginning of each school year.



Thomastown West photographing, recording and filming students Policy 2020 - 2024

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 (but not limited to):

- on the school's website (including in the school newsletter which is publicly available on the website)
- on the school's social media accounts such as Facebook
- on school posters and flyers which advertise the school to local kindergartens and which hang at the front of the school

The *Annual Photography Consent Form and Collection Notice* also covers these types of uses and will be distributed to parents/carers on enrolment and also at the beginning of each school year.

Media

The media, or the Department of Education 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 Thomastown West Primary 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 of Education own or control any photographs, video or recordings of students taken by the media. See more Information and Resources section of this policy for these templates.

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, Thomastown West Primary School will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

See more Information and Resources section of this policy for these templates.

School performances, sporting events and other school approved activities

Thomastown West Primary School endeavours to respect the privacy of all members of our school community and requests that parents/carers, students and invited guests do not photograph, film or record school performances, sporting events and other school-approved activities. Parents will be reminded of this policy at all school events. If a parent is seen filming or taking photographs at school



Thomastown West photographing, recording and filming students Policy 2020 - 2024

events they will be approached by a Thomastown West Primary School staff member and asked to wait until the event is over and their child is the only child in the image.

Neither the school nor the Department of Education 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:
 - o take reasonable steps to reduce the risk of reasonably foreseeable harm to students staff and visitors (duty of care)
 - o provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Thomastown West Primary School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Thomastown West Primary 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.

MORE INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](https://www2.education.vic.gov.au/pal/photographing-students/policy) (<https://www2.education.vic.gov.au/pal/photographing-students/policy>)

EVALUATION

- This policy will be reviewed as part of the Thomastown West Primary School four year policy review cycle.

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Responsible for Review	Assistant Principal
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References	Victorian Government Schools Policy Advisory Guide