

PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY

Help for non-English speakers



If you need help to understand the information in this policy, please contact Statewide Vision Resource Centre on 03 9841 0204 or svrc@education.vic.gov.au

This Statewide Vision Resource Centre policy is available in braille hard copy and etext format from our administration upon request.

PURPOSE

To explain to parents/carers how Statewide Vision Resource Centre 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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.

POLICY

This policy outlines the practices that Statewide Vision Resource Centre 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in which Statewide Vision Resource Centre will seek parent/carer consent and how consent can be provided and/or withdrawn.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 Statewide Vision Resource Centre for school purposes (i.e. ID photos) disclosure is used for images which are shared and distributed outside of Statewide Vision Resource Centre staff and are available to other students, parents/carers and the wider school community.

Statewide Vision Resource Centre will ensure that parents/carers are notified upon enrolment and at the commencement of each school year of the ways in which our centre may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in Statewide Vision Resource Centre activities or events. We do this for many reasons including to e.g. to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and our community in newsletters.

Statewide Vision Resource Centre will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards, i.e.: Child Safety Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact Assistant Principal and/or Leading Teacher.

In addition to the processes outlined below, parents/carers can contact Kim Foley at kim.foley@education.vic.gov.au and/or on (03) 9841 0242 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 Statewide Vision Resource Centre will record group events [and make those recordings available to the Statewide Vision Resource Centre community, such as presenting in professional learning videos, sports events and if your child participates, they may appear in these recordings which will be available to the Statewide Vision Resource Centre community.
- The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

IMAGES FOR USE AND DISCLOSURE WITHIN THE STATEWIDE VISION RESOURCE CENTRE COMMUNITY AND ORDINARY COMMUNICATIONS

From time to time Statewide Vision Resource Centre may photograph, film or record students to use within our community, including:

- for display in Statewide Vision Resource Centre, on noticeboards etc
- to support student's health and wellbeing (eg photographs of braille reading to assist in OT assessments)

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

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 Statewide Vision Resource Centre's website including in the school newsletter which is publicly available on the website
- on Statewide Vision Resource Centre social media accounts

The Annual 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. 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's media team, may seek to photograph, film or record students for a news story or Statewide Vision Resource Centre event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When Statewide Vision Resource Centre receives such requests we 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 Statewide Vision Resource Centre 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, Statewide Vision Resource Centre 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.

STATEWIDE VISION RESOURCE CENTRE PERFORMANCES, SPORTING EVENTS AND OTHER APPROVED ACTIVITIES

Statewide Vision Resource Centre 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 Statewide Vision Resource Centre 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 Statewide Vision Resource Centre 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.

Statewide Vision Resource Centre does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Statewide Vision Resource Centre 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

Statewide Vision Resource Centre 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 Statewide Vision Resource Centre SharePoint database and delete the images from their device within a week of the images being captured.

COMMUNICATION

This policy will be communicated to Statewide Vision Resource Centre community in the following ways:

- Annual reminders in our newsletters
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings, as required
- Included in transition and enrolment packs
- Discussed at parent information sessions
- Hard copy available from Statewide Vision Resource Centre administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	Approved by	Next scheduled review date
January 2023	Principal	January 2026