



## Photographing, Filming and Recording Students Policy

### PURPOSE

Department policy on the *School Policy and Advisory Guide* requires schools to have a policy providing for the collection, use and disclosure of photographs, films and recordings of students, to explain to parents/carers how Yarra Me 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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.

### POLICY

This policy outlines the practices that Yarra Me 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the circumstances in which Yarra Me School will seek parent/carer consent and how consent can be provided and/or withdrawn.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, School Displays), whilst disclosure relates to images which are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.

Yarra Me School will ensure that parents/carers are notified upon commencement of the ways in which our school may use images of students. There are many occasions during the student placement where staff photograph, film or record students participating in school activities or events, for example: classroom activities, sports events, excursions, etc. We do this for many reasons including to: celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/excursions/sports events, communicate with our parents/carers and school community on classroom displays etc.

Yarra Me School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Commitment to Child Safety. If at any time a parent/carer or student has a concern about the use of any images they should contact their classroom teacher.

In addition to the processes outlined below, parents/carers can contact the Principal at the school on 9478 8895 or [yarra.me.sch@edumail.vic.gov.au](mailto:yarra.me.sch@edumail.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 for example, the Graduation DVD, so 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).

### School photographs

School photographs will be:

- Captured only on a school owned device
- used for school identification eg Compass
- stored on CASES for educational and administrative purposes.

From time to time Yarra Me 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, that can only be accessed by school staff with passwords eg Compass, Cases etc)
- for display in school classrooms, on noticeboards etc
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)

A Consent Form and Collection Notice will be distributed to parents/carers on enrolment.

### External use or disclosure by the school

Photographs, video or recordings of students may also be used in DVD's and books that are accessible to the public, including:

- Graduation photographs and DVDs which are shown on Graduation day and distributed to only the families of graduating students.

The Consent Form and Collection Notice also covers these types of uses.

### School approved activities

Yarra Me 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 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.

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

Yarra Me School staff are not permitted to capture images of students on their personal devices. If staff would like to photograph, film or record students, they must use the school's camera or iPads and ensure that the images are uploaded onto the school server: User Drive (S:)

### FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Photographing and Filming Students](#)

### REVIEW CYCLE AND EVALUATION

This Policy will be reviewed every four years.

This policy was tabled at school council on		
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