

## PHOTOGRAPHING STUDENTS

### PHILOSOPHY

Mount Waverley North Primary School takes photographs and videos of students in order to record student learning and participation in school events. We must ensure that the collection and use of photographs and film protect the personal information of individuals, respect the individual's right to control how and for what purpose their personal information is used and complies with all relevant Legislation and DET Policies.

### PURPOSE

- To outline how students may be photographed or filmed at school and during school events/activities
- To outline how photographs or films of students will be used by the school.
- To outline the process for parents to provide **consent** for their child to be photographed or filmed

### IMPLEMENTATION

- Each year the school will arrange for official school photographs to be taken of individual students, staff, classes and groups. The school notifies parents in advance. All students in attendance on the day will be photographed; if parents wish to **opt out** they must contact the school.
- On enrolment parents will be asked to give **prior consent** for their child to be photographed and/or filmed and for their image to be published:
  - In the school newsletter
  - On the school's website
  - On the school's social media pages
- Students will only be photographed in a group and will not be identified by their full name.
- The school will take photographs and film of students participating in school events and activities. These will be saved on the school server and may be used by students to reflect on the event/activity or staff to support programs within the school. These may be used in the future to celebrate the school's milestones.
- The student should be informed before they are filmed or photographed and have the right to refuse.
- Where a professional photographer or member of the media is organised or has requested to take photographs of students, parents will be provided with a description of the activity being photographed or filmed and asked to provide **specific consent**.
- All third party photographers are bound by confidentiality.
- Neither the school nor the Department own or control any photographs or film taken by the media.
- The school permits individual parents/guardians and students to record school events and activities. Photographs, video and audio recordings are for parent/student own use only and not for publication, as some parents may not have granted consent. These images or videos are not to be published on social media or in any form without the **specific consent** of all persons who appear in the image. It is advised that parents seek the **specific consent** of other students (and their parents) before taking the photograph or film. Neither the school nor the Department own or control any photographs or film of students taken by parents or guests.
- The school reserves the right to withdraw consent for photography and/or filming at any nominated school events.
- The school may arrange for a photographer and videographer to take photographs and video of children during events such as the school concert. The school will ensure that only those children with permission are photographed or filmed.

<b>Policy Approved by:</b>	Education Committee – School Council
<b>Effective Date:</b>	November 2016
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