PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY

PURPOSE

To explain to parents/carers how Sunshine College 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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). The use of CCTV is covered in our school's CCTV policy.

POLICY

This policy outlines the practices that Sunshine College 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the circumstances in which Sunshine College will seek parent/carer consent and how consent can be provided and/or withdrawn.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 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 (ie. Publicity and social media).

Sunshine College 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. Occasions where staff photograph, film or record students include:

- participating in school activities or events, (classroom activities, sports events, concerts, excursions, camps etc).

We do this for many reasons including: celebrating student participation and achievement, showcase learning programs, document student learning, share journey/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters and on Facebook and Instagram.

Sunshine College 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 Campus Principal (Harvester Technical College) Trudy.Whiteside@education.vic.gov.au

In addition to the processes outlined below, parents/carers can contact Campus Principal (Harvester Technical College) Trudy Whiteside Trudy.Whiteside@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 whole of school or large group events [and make those recordings available to the school community through DVD sales etc], such as the school concert Shine, award ceremonies, sports events and 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 Sunshine College 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 and Compass identification.
- stored on CASES21 for educational and administrative purposes.

Sunshine College 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 Assistant Principals Ewen Burt (North campus), Mona Ragdho (West campus), and Trudy Whiteside (HTC) 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

Sunshine College may photograph, film or record students to use within the school community, for use internally:

- 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 eg Compass, Google classrooms 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)
- to support the professional development of teachers.

These photographs will NOT be included in the school Newsletter which is accessible to the general public through the school's website.

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 the school's website including in the school newsletter, which is publicly available on the website,
- on the school's social media accounts,
- in the school magazine.

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

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 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 Sunshine College 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 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, Sunshine College 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.

School performances, sporting events and other school approved activities

Sunshine College 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 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.

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

Sunshine College 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.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: Photographing, Filming and Recording Students

REVIEW CYCLE AND EVALUATION

This policy was last updated June 2021 and is scheduled for review in June 2025