



# Oak Park Primary School

Willett Avenue Oak Park 3046  
Telephone: 9306 9182  
<http://www.oakparkps.vic.edu.au>

## Consent Form

### PHOTOGRAPHY AND FILMING AT OUR SCHOOL

Throughout the year, our school has occasions where photographs are taken of students participating in a range of activities. The school complies with all DET guidelines regarding privacy and we need to obtain your permission for students to appear in photos which are displayed in ways described below.

If you consent, the school may use the photographs and film (**images**) for one year in the following ways:

**(Please tick which points you give permission for use)**

- School Use:** In the school's learning and teaching tools (for example for assessment, professional development, classroom displays or on internal ICT systems that the school uses). Photographs and videos stay within the school. E.g. Team Football photos displayed in the Gym.
- Internet:** On the school's publicly available website (including photos in the school's newsletter and other communications to the school community and public).
- Printed Promotional Material:** Promotional material for the school, including in pamphlets, school magazine and public advertisements.
- Classroom Gift:** Printed hardcopy of classmates presented to other classmates for special events (e.g. end of year class photograph as a gift).

Your child will be identified by first name only in these images. Understand that your child may be asked not to be in the photo if you have **not** ticked one of the boxes above.

Please read this form carefully. If you do not understand any aspect, please contact our school on 9306 9182.

#### Privacy Protection

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Photographs and films in which a person can be identified, may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training. The Department values the privacy of every person and must comply with Victorian privacy law when collecting and managing all personal information.

#### Ownership and Reproduction

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Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

#### Your Authority and Consent

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I have read this form and I consent to the school photographing and filming my child (the student named below) and I acknowledge that:

- The school may use images of my child in the ways described in this form (the ones that I have ticked), for one year from the date that I sign this form.
- I must notify the school principal if I wish to withdraw my consent, but I may not be able to withdraw my consent if the images have already been published and are in the public domain.

<b>Name of Student</b>	
<b>Name of parent/guardian/ carer</b>	
<b>Relationship to Student</b>	
<b>Signature</b>	
<b>Date</b>	___ / ___ / _____

## Frequently Asked Questions:

### Who can sign this form?

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If you, or the student and you are under 18 years of age and not considered a mature minor – one of the following people can sign this form (whichever is applicable in the individual circumstances):

- person who has parental responsibility for “major long term issues” as defined in the *Family Law Act 1975* (Cth)
- a person appointed as “guardian” pursuant to the *Children Youth and Families Act 2005* (Vic)

Where neither of the above people are available or cannot be contacted, consent may be obtained in the following ways:

#### 1. Court Appointed Guardian

If you or the student have a person appointed as a “guardian” pursuant to the *Guardianship and Administration Act 1986* (Vic), the guardian should sign the consent form.

#### 2. Informal Carer

An Informal Carer is a relative or other responsible adult with whom the student lives, and who has day to day care of the student. See the School Policy Advisory Guide for information on informal carers:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>.

It is important to note the following:

- The informal carer should provide an Informal Relative Carer Statutory Declaration to confirm their status as an informal carer. A copy of this statutory declaration can be obtained from <http://www.ccyp.vic.gov.au>.
- If a person with parental responsibility for major long term issues and/or a person granted guardianship can subsequently be contacted, their consent should be sought.
- If a person with parental responsibility for major long term issues and/or a person granted guardianship subsequently refuses or withdraws consent, their decision prevails, and the consent and authority under this form will cease immediately.

### What happens if a new partner of a parent or a de-facto wants to sign the form?

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Only a person with parental responsibility, a legal guardian or informal carer can sign this form. A new partner or de-facto partner of a parent cannot sign this form.

### What will the School do with this form?

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This Consent Form must be retained by the school to demonstrate consent was appropriately given.

For other information about retention of personal information see the DET’s ‘School’s Privacy Policy’ located at:

<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

### Where can I access the School’s Policy on Photography and Filming?

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The Oak Park Primary School policy on Photography and Filming can be accessed on our school’s webpage:

<https://www.oakparkps.vic.edu.au/opps-policies.html>