



OAK PARK PRIMARY SCHOOL

PHOTOGRAPHY AND FILMING POLICY

FEBRUARY 2018

RATIONALE:

At Oak Park Primary School, we recognise that photography and filming are useful learning tools within the school and we utilise them in many ways, including the recording of student's work and creating displays and exhibitions.

Photographs, video and digital images of students are considered "personal information".

Purpose

The purpose of this policy is to ensure the safe and responsible use of student photographs and/or film at Oak Park Primary School by:

- Protecting the personal information of individuals.
- Respecting the individual's right to control how and for what purpose their personal information is used.
- Complying with relevant legislation and DET (Department of Education and Training) policy.

Aims

- To inform parents/guardians how photographs and/or film are to be taken and how they will be stored and used.
- To provide parents/guardians with the choice to withhold or withdraw consent for their child to be photographed or filmed.
- To control and manage how and when others collect and publish photographs and/or film of students.
- To ensure parents'/guardians' permission is obtained before student photographs and/or film are published.
- To provide guidelines for parents/guardians who wish to photograph or film their children participating in school events or performances.

Implementation

Oak Park Primary School's Photography and Filming Policy will operate in accordance with the Information Privacy Act 2000 (Vic) and Copyright Act 1968 as set out in the DET guidelines.

Oak Park Primary School's procedures for recording and publishing student photographs, video, audio and work samples include:

- **General Consent-** The school will distribute a General Consent Form (Photography and Filming Consent) at the beginning of each school year. This form will clearly state that should a parent/guardian wish to change their consent; they can do so by informing the school.
- Oak Park Primary School **will not** photograph, video, or audio record students where permission has not been granted (General Consent Form) except for the purpose of student management and assessment.
- **School Photographs-** The school arranges for individual and classroom photographs to be taken each year. Before the photographer comes to the school, we will provide parents/carers with a written notice of when photographs will be taken. Parents/carers can provide informed consent or withhold consent for the collection, use and disclosure of their child's photographs at any time by contacting the school. The school will store the photographs on our CASES21 database. CASES21 is used for educational and administrative purposes and access is restricted to school employees and DET technical support staff. These photographs are also stored on Compass (our student management and reporting system). Access to photographs on Compass is restricted to school employees and Department of Education and Training technical support staff.
- **Specific Consent-** permission slips will be issued for activities which are not covered by the General Consent Form and/or, involve circumstances which are unique, and/or, involve disclosure to third parties (school photographer).
- **Media-** from time to time the school may permit the Media to take photographs and films of the students. The school will only allow the Media to photograph and film students who have been granted permission (General Consent Form).
- **School Performances & Sporting Events-** the school permits parents/carers and students to record performances, school activities (e.g. excursions, sporting events, theatre productions) and other school approved events. Photographs, video and audio recordings are for parent's own use and are not for publication as some parents may not have consented. In these circumstances, the school may not always know the details of individuals who are taking photographs or recordings.
- **CCTV-** The school has CCTV installed to assist with the protection of facilities and students. CCTV is not used to monitor the work of teachers or students but may be used to assist the monitoring of certain areas of the school. CCTV footage may be disclosed to the Victoria Police if necessary to assist with the prevention, detection, investigation, prosecution or punishment of criminal offences.
- **Third Party-** the school will allow third parties who have signed a Confidentiality Deed (*Department proforma*) to photograph, video, film students and/or their work samples who have been given permission (Photographs and Filming Consent Form).

Evaluation

This policy will be reviewed as part of the school's ongoing policy and process review cycle as well as any information provided by the Department of Education and Training regarding the photography and filming policy.