

POLICY

PHOTOGRAPHING, FILMING AND RECORDING

STUDENTS POLICY

Purpose:

To explain to parents/guardians how Sunshine Special Developmental School (SDS) will collect, use, and disclose photographs, video, and recordings of students, how parent/guardian consent can be provided and how it can be withdrawn.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 SDS 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the circumstances in which Sunshine SDS will seek parent/guardian consent and how consent can be provided and/or withdrawn.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 whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other students, parents/guardians, and the wider school community.

Sunshine SDS will ensure that parents/guardians are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example classroom activities, sports events, concerts, excursions, camps etc. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/guardians and school community in newsletters Seesaw etc].

Sunshine SDS will use student images reasonably, appropriately, and sensitively, consistent with our obligations under the Child Safe Standards and our school's *Child Safety and Code of Conduct Policy*. If at any time a parent/guardian or student has a concern about the use of any images they should contact the school on 9311 4804.

In addition to the processes outlined below, parents/guardians can contact the school via phone on 9311 4804 or in writing by sending an email to sunshine.sds@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, such as the school concert, celebration days, sports events etc 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 SDS 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/guardians
- used for school identification cards
- stored on CASES21 for educational and administrative purposes.

Sunshine SDS will notify parents/guardians 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/guardians who choose to opt-out of having their child participate in official school photographs must contact the school via phone on 9311 4804 before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent/guardian to purchase any photographs taken.

Images for use and disclosure within the school community and ordinary school communications

From time-to-time Sunshine SDS may photograph, film or record students to use within the school community, including:

- 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 e.g., SchoolStream, Seesaw)
- for display in school classrooms, on noticeboards etc
- to support student's health and wellbeing (e.g., photographs of pencil grip to assist in OT assessments)

An Annual Consent Form and Collection Notice will be distributed to parents/guardians 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 digital platforms (school website, Seesaw, SchoolStream)
- in the school yearbook

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/guardians on enrolment and also at the beginning of each school year

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 SDS 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 parents/carers 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.

Please see the [Resources tab](#) section on the webpage for a template media cover letter and a template media consent form

School performances, sporting events and other school approved activities

Sunshine SDS permits parents/guardians, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Sunshine SDS requests that parents/guardians, 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/guardians, 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 SDS does not require or obtain consent from parents/guardians or students to photograph, film or record students for these reasons. However, when Sunshine SDS 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

School 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.

COMMUNICATION

This policy will be communicated to our school community in the following:

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Next scheduled review date	May 2025

'Sunshine SDS is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices heard about decisions that affect their lives'.