



MONMIA PRIMARY SCHOOL

*- Learn and Achieve -*

## Photographing, Filming and Recording Students at Monmia Primary School Consent Form 2024

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events for example:

- classroom activities
- sports events
- concerts
- in school experiences
- excursions
- camps

We do this for many reasons including to:

- celebrate student participation and achievement
- showcase learning programs
- document a student's learning journey
- capture camps/excursions and in school experiences/sports events
- communicate with our parents/guardians and school community in newsletters, through SENTRAL, Monmia X account (formally known as Twitter), Facebook and Instagram.

Our **Photographing, Filming and Recording Students Policy** [Refer to the policy page [here](#)], describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/guardian consent is required and how it can be provided and withdrawn.

**There are occasions where parent/guardian consent is not required to photograph, film or record students and/or use images to manage student behaviour or fulfill our school's legal obligations, including child safety, for example:**

- fulfill legal obligations, including:
  - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
  - support students' social and emotional wellbeing, and health (duty of care)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Other occasions may include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/guardians and/or school staff. If you have any concerns about the use of photographs in our school, contact [monmia.ps@education.vic.gov.au](mailto:monmia.ps@education.vic.gov.au) or phone 9364 1007.

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled regarding privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us at [monmia.ps@education.vic.gov.au](mailto:monmia.ps@education.vic.gov.au) or phone 9364 1007.

If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the

public domain.

We will provide an annual reminder to parents/guardians about our **Photographing, Filming and Recording Students Policy** via the school newsletter and SENTRAL. We will also notify parents/guardians when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school.

**Monmia Primary School requests that parents/guardians, students and invited guests who photograph, film or record school activities, only do so for their own child or children for their own personal use. Do not publish the images of any persons in the photo in any form, including on social media, without their prior consent.**

Neither the school nor the department own or control any images of students taken by parents/guardians, students or invited guests at school activities.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on [monmia.ps@education.vic.gov.au](mailto:monmia.ps@education.vic.gov.au) or phone 9364 1007.

### **Privacy**

Photographs, video and recordings (**images**) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (**the department**). The department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information refer to the [Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

### **Ownership and reproduction**

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.

### **Consent for use of images**

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

#### **Use of images within the physical school environment**

**If you consent**, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways:

- for display in classrooms, student workbooks and noticeboards to celebrate achievements
- for display in the the courtyard cabinets
- for display in the Happy Place

#### **Use of images within the school community**

- in the school's online communication, learning and teaching tools (e.g., emails, or apps that can only be accessed by students, parents/guardians and school staff with passwords.)

**If you consent**, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- in the school's online SENTRAL communication, learning and teaching tools (e.g apps that can only be accessed by students, parents/guardians and school staff with passwords.)
- in the school's newsletter sent via SENTRAL, Monmia X account (formally known as Twitter)

## Use of images beyond the school community

If you consent, photographs, video or recordings of your child may be used in publications that are accessible to the public, including:

- on the school's website including the school newsletter <https://www.monmia.vic.edu.au/> on the school's social media accounts – Monmia X account (formally known as Twitter), Facebook and Instagram
- in the gymnasium
- in the school magazine.

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes.

### Consent

I have read this form and **I consent** to Monmia Primary School collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways. Indicate your consent for the three options by using the tick boxes.

- I consent** to the use of images of my child **within the physical school environment**
- I consent** to the use of images of my child **within the school community**
- I consent** to the use of images of my child **beyond the school community**

**OR**

I have read this form and **I do not consent** to Monmia Primary School collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways. Indicate your non consent for the three options by using the tick boxes.

- I do not consent** to the use of images of my child **within the physical school environment**
- I do not consent** to the use of images of my child **within the school community**
- I do not consent** to the use of images of my child **beyond the school community**

<b>Name of student:</b>	
<b>Name of parent/guardian:</b>	
<b>Signature:</b>	
<b>Date:</b>	

Further information about how Monmia Primary School collects and uses photos, video and recordings of students is available in our **Photographing, Filming and Recording Students Policy** [Refer to the policy page [here](#)], including use of images that do not require consent, e.g. to fulfill legal obligations or for identification purposes.

**If you do not return this form to the school, we will assume that you do not consent to the optional uses as described above and will record your non consent on your child's file.**