



MONMIA PRIMARY SCHOOL
- Learn and Achieve -

Photographing, Filming and Recording Students Policy

Monmia Primary School

Rationale	<p>This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students.</p> <p>The policy does not cover the use and disclosure of photographs, video and recordings of adults.</p>
Aim	<p>The aim of this policy is to explain to parents/guardians:</p> <ul style="list-style-type: none">• how Monmia Primary School collects, uses and discloses photographs, video and recordings of students• when parent/guardian consent is required before photographing, filming and recording students• how consent can be provided and withdrawn.
Implementation	<p>There are many occasions during the school year where Monmia Primary School staff photograph, film or record students participating in school activities or events, for example:</p> <ul style="list-style-type: none">• classroom activities• sports events• concerts• in school experiences• excursions• camps <p>We do this for many reasons including to:</p> <ul style="list-style-type: none">• celebrate student participation and achievement (ie Whole school assemblies)• showcase learning programs• document a student's learning journey• capture camps/excursions/sports events• communicate with our parents/guardians and school community in newsletters, through SENTRAL, Monmia X account (formally known as Twitter), Facebook and Instagram. <p>In addition to the above, there may be situations where a third party requests to take, use or disclose images of students.</p> <p>This policy outlines the practices that Monmia Primary School has in place for the collection, use and disclosure of images of students to ensure compliance with the <i>Privacy and Data Protection Act 2014</i> (Vic). It also explains the circumstances in which we will seek parent/guardian consent and how consent can be provided and withdrawn.</p> <p>Ownership and reproduction</p> <p>Copyright of images will be wholly owned by the school. This means that the school may use the images in the ways described in this policy without notifying, acknowledging or compensating you or your child.</p> <p>Consent Required</p> <p>The Photographing, Filming and Recording Students Consent Form is provided by Monmia Primary School at enrolment. This form applies to standard uses of images for the time your</p>

child attends the school. Standard uses are defined in the following sections.

For non-standard uses, where consent is required, parents/guardians will be sent a consent form for that specific situation. Schools will also notify parents/guardians when implementing software that may include photos of students, giving parents/guardians an opportunity to discuss any concerns or preferences.

If at any time parents/guardians wish to withdraw their consent, they can by contacting the school on monmia.ps@education.vic.gov.au or 9364 1007.

If consent is withdrawn verbally, the school will make a written record of this. However:

- if the images have already been published and are in the public domain, it may not be possible to remove them
- the school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Image use within the physical school environment

Monmia Primary School may photograph, film or record students to use within the physical school environment, including:

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

A Photographing, Filming and Recording Students Consent Form will be given to parents/guardians on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/guardian would like to withdraw or change their consent at any point in time, they must notify the school.

Image use within the school community

Monmia Primary School may photograph, film or record students to use within the school community, including:

- 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.)

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Image use beyond the school community

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 the school newsletter 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.

A Photographing, Filming and Recording Students Consent Form will be given to parents/guardians on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/guardian would like to withdraw or change their consent at any point in time, they must notify the school.

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's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online, social media or print media, including newspapers and magazine publications.

When Monmia Primary School receives such requests, our school will:

- provide parents/guardians with information about the organisation involved and when and for what purposes the photography, filming or recording will occur
- seek prior, express parent/guardian 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.

Research

On occasion, the school may agree to research projects being conducted at the school. If this occurs, parent/guardian consent will be sought for student participation, including any photography or recording of students.

Closed Circuit Television (CCTV)

Parent/guardian consent is not required for a school to install CCTV. However, Monmia Primary School will inform the school community of the intention to install a CCTV through (appropriate channels such as: a newsletter article; a statement on the school website; posted material within the school grounds). Installation of CCTV will be done in accordance with the department's [CCTV Installation and Management Policy](#).

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, Monmia Primary School will:

- provide parents/guardians with information about the event or activity
- the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/guardian consent in writing

Official school photographs

Each year Monmia Primary School 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.

Official school photographs will be:

- stored on CASES21 for identification, educational and administrative purposes.

Monmia Primary School 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 photographs.

Parents/guardians who choose to opt out of having their child participate in official school photographs must contact the school monmia.ps@education.vic.gov.au or 9364 1007 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. However, the school will need to discuss with these parents/guardians alternative arrangements for identifying students in emergencies and for other essential purposes.

No Consent Required-Images to manage student behaviour or fulfill our school's legal obligations, including child safety.

There may be occasions where we take images to support student behaviour management or to fulfill legal obligations and including child safety.

On occasion, it may be necessary for school staff to photograph, film or record students and/or use images to:

- fulfill legal obligations, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
 - supporting students' social and emotional wellbeing, and health (duty of care)

- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Monmia Primary School does not require or obtain consent from parents/guardians or students to photograph, film or record students, or to use these images, for these reasons. However, when Monmia Primary School photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is necessary, reasonable and appropriate in the circumstances.

Child Safe Standards

Monmia Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety and Wellbeing Policy]. If at any time a parent/guardian or student has a concern about the use of any images they should contact the school monmia.ps@education.vic.gov or 9364 1007.

Curriculum-based activities

Photographs, film and recordings of students may be collected and used for curriculum-based activities (i.e. class work) as part of standard learning and teaching practices. Monmia Primary School does not require or obtain consent for this. Access is limited to students and relevant teaching staff. Parents/guardians may have access to images of their own child in this context.

Professional development

Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. Monmia Primary School does not require or obtain consent for this, however the recordings will only be used internally and for the specific purpose of staff development.

Storage of images

Photographs, video and recordings of students taken by Monmia Primary School will be stored in our secure document storage systems with restricted access. Any photographs, videos or recordings made on devices, including non-school issued devices, will be transferred to secure school systems and removed from the devices as soon as reasonably possible.

Images taken by the school community

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

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. Images of any persons in the photo in any form, including on social media, should not be published without their prior consent.

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.

COMMUNICATION

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

- on enrolment
- an annual reminder in our school newsletter and via SENTRAL
- available publicly on our school's website
- discussed at staff briefings/meetings, as required
- included in transition and enrolment packs
- discussed at parent/guardian information nights/sessions
- hard copy available from school administration upon request.

Evaluation

This policy will be reviewed as part of the school's cyclic review or where required earlier.

Policy Last Reviewed

August 2024

Approved By

Principal

Next Scheduled
Review Date

2028