Photographing, Filming and Recording Students at Wycheproof P12 College - Consent Form

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, for publication in our annual school magazine (Bungendore), document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters. Our **Photographing, Filming and Recording Students Policy** describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

Please note there are uses of images that do not require consent. These 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/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact the school principal, assistant principal or call the office.

This **Consent Form** describes:

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

This form is to be completed (once) at the beginning of a child's enrolment at our school. Please give us a call at any time if you would like to discuss more details or ask further questions about what we do in our school regarding your child's images. However, if you would like to withdraw or change your consent at any time, you must notify us wycheproof.p12@education.vic.gov.au and (03)54937409. If consent is withdrawn verbally, we will make a written record of this.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 about our **Photographing, Filming and Recording Students Policy** via the school newsletter. We will also notify parents 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. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc) do so in a respectful and safe manner and that images of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer. 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 wycheproof.p12@education.vic.gov.au and (03)54937409.

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).

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 school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)
- to highlight school achievements at special events such as Presentation Night, musical performances and any other event located on school grounds and relevant to the local school community.

Use of images within the school community

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 communication, learning and teaching tools (e.g. classroom blogs or apps that can only be accessed by students, parents/carers and school staff with passwords.)
- in the school magazine or yearbook

Use of images beyond the school community/publicly

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 in the school newsletter which is publicly available on the website) and school annual magazine

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

Your consent

I have read this form, and I consent to Wycheproof P12 College 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/publicly, i.e. the school's website**

We need a copy for each child to place in our files, so we apologise but if you have several children in the school, but we will need a signed copy for each child. Thanks.

Name of student/s:	
Name of parent/carer:	
Signature:	
Date:	

Further information about how Wycheproof P12 College collects and uses photos, video and recordings of students is available in our Photographing, Filming and Recording Students Policy, including use of images that do not require consent, e.g. to fulfill legal obligations or for identification purpose