PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY 2024 - 2028

Help for non-English speakers

If you need help to understand the information in this policy, please email the General Office cranbourne.east.sc@education.vic.gov.au

Purpose

To explain to parents/carers:

- how Cranbourne East Secondary College will collect, use and disclose photographs, video and recordings of students,
- when parent/carer consent is required before photographing, filming and recording students
- how consent can be provided and withdrawn.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.
- use and disclosure of photographs, video and recordings of adults. School staff should refer to the Photographing, Filming and Recording Staff and Other Adults Policy (PAL)

Policy

This policy outlines the practices that Cranbourne East Secondary College 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in which Cranbourne East Secondary College will seek parent/carer consent and how consent can be provided and/or withdrawn.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 (i.e. ID photos, Compass), whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.

Cranbourne East Secondary College will ensure that parents/carers 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/carers and school community in newsletters and local newspaper advertisements.

There may also be occasions where we take images to support student behaviour management or to fulfil legal obligations. Further detail is provided within this policy.

In addition to the above, there may be situations where a third party requests to take, use or disclose images of students.

Cranbourne East Secondary College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy and/or Statement of Commitment to Child Safety. If at any time a parent/carer or student has a concern about the use of any images they should contact the relevant year level AP on school phone number 59900200.

Consent

The Photographing, Filming and Recording Students Consent Form is provided by Cranbourne East Secondary College at enrolment. This form applies to standard uses of images for the time your child attends the school. Standard uses are defined in the following sections.

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

In addition to the processes outlined below, parents/carers/guardians can contact the exit/enrolment officer via school website email, 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 and make those recordings available to the school community through DVD sales etc. such as [insert as appropriate, e.g. the school concert, speech nights, 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).

Image use within the physical school environment

Official school photographs

Each year Cranbourne East Secondary College 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/carers
- used for school identification cards
- stored on CASES21 for educational and administrative purposes.

Cranbourne East Secondary College will notify parents/carers 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/carers who choose to opt out of having their child participate in official school photographs must contact the relevant year level AP on school phone number 59900200 before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent or carer to purchase any photographs taken. However, the school will need to discuss with these parents/carers alternative arrangements for identifying students in emergencies and for other essential purposes.

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

From time to time Cranbourne East Secondary College 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. Compass, Edrolo etc.)
- 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)

A Consent Form and Collection Notice will be distributed to parents/carers on enrolment

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

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:

- celebration and promotion of school to community i.e. newspaper, website etc.
- on the school's social media accounts –
- in publications such as the school magazine, photo journals.

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer 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.

Reviewed: Term 2 2024
Date of next review: Term 2 2028

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 Cranbourne East Secondary College 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 parent/carer 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 'More information and resources' section on the webpage for a template media cover letter and a template media consent form]

Research

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

Closed Circuit Television (CCTV)

Parent or carer consent is not required for a school to install CCTV.

However, Cranbourne East Secondary College will inform the school community of the intention to install a CCTV through Compass. Our school's CCTV system is managed in accordance with the department's CCTV Installation and Management Policy. Further information about how CCTV is managed and operated is available in our CCTV Privacy Notice.

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, Cranbourne East Secondary College will:

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

[Please see the 'More information and resources' section on the webpage for a template specific event cover letter and a template specific event consent form]

School performances, sporting events and other school approved activities

Cranbourne East Secondary College permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Cranbourne East Secondary College requests that parents/carers, 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.

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Neither the school nor the Department own or control any images of students taken by parents/carers, 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 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)
    - supporting students' social and emotional wellbeing, and health (duty of care)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Cranbourne East Secondary College does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Cranbourne East Secondary College 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 or for identification purposes as outlined above. If this occurs, staff are expected to upload the images to the school database or school device and delete the images from their device as soon as this has occurred.

Child Safe Standards

Cranbourne East Secondary College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the relevant year level AP on school phone number 59900200.

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. Cranbourne Secondary College does not require or obtain consent for this. Access is limited to students and relevant teaching staff. Parents/carers 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. Cranbourne East Secondary College 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 Cranbourne East Secondary College 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.

Reviewed: Term 2 2024
Date of next review: Term 2 2028

Communication

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

- On enrolment
- An annual reminder in school newsletter
- Available publicly on our school's website
- Discussed at staff briefings/meetings, as required
- Hard copy available from school administration upon request

Policy review and approval

Policy last reviewed	Term 2 2024
Approved by	Principal
Next scheduled review date	Term 2 2028 – recommended minimum review cycle is 3 – 4 years

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: Photographing and Filming Students

Template Specific Event Consent Form

Template Specifc Event Consent Cove

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Date of next review: Term 2 2028