



PHOTOGRAPING OF STUDENTS

RATIONALE

To ensure the collection and use of student photographs and or film in schools

- Protects the personal information of individuals
- Respects the individual's right to control how and for what purpose their personal information is used
- Complies with the relevant legislation and Department policy
- Are used solely for educational purposes

AIMS

Moolap Primary Schools engages opportunities to celebrate and promote student, staff and school achievements and activities. Our school recognises a variety of media which may be used to enhance and promote our school, including, but not restricted to, school newsletters (hard copies and emailed copies which are available on our web page), class newsletters, intranet, local newspapers, internet, official school web page or official school Facebook page.

Recognition of student achievement may be promoted via a number of avenues including but not restricted to - student photographs, images of student's work, individual and or group photographs of students and staff, filming of certain activities (i.e. school concerts both held at school and/or in public).

There are times when certain school activities may be filmed by various members of our school community or third parties including, but not limited to, activities such as Celebration Night, Geelong Music Festival or various school activities or performances both in and out of the school grounds.

IMPLEMENTATION

The school will, where possible, -

- Advise parents / guardians when photographs and /or film are taken and how they will be stored and used.
- Provide parents/ guardians with the choice to withhold or withdraw consent for their child to be photographed or filmed.
- Include all students in the celebration of Moolap's achievements and activities.
- Where filming may occur, those parents wishing not to have their child filmed will be able to request for their child to not participate.
- Where practical, obtain parent / guardian permission before student photographs and / or film are published.
- Consider whether to allow parent / guardian / other media sources to photograph or film children participating in school events or performances.
- Where practical groups rather than individual students will be photographed or filmed. Where more than one student with the same Christian name appears in a named photograph, the first initial of the child's surname may be used.

Parent and guardians will be responsible for -

- Completing and returning the Student Publishing Consent form to the class teacher
- Respect the decision of those families choosing not to grant permission for their child / children to be photographed.
- Where practical parents only photograph their own children.
- Seek parental consent before taking or using digital images of children other than their own.
- Under no circumstances are parents permitted to display / publish / share digital images of other students without the consent of their parents or guardians.
- Notify the school in writing if they choose to withdraw permission.

Schools have a certain degree of control over the collection of photographs, video and digital images by third parties during school hours and at school approved activities.

Parents/guardians will be required to complete a Student Publishing Consent Form on enrolment. It is the parent's responsibility to notify the school in writing should they decide to withdraw this permission.