



PHOTOGRAPHING, FILMING AND RECORDING POLICY

RATIONALE:

To explain to parents/carers how Colac Secondary College will collect, use and disclose photographs, video and recordings of students, and how parent/carer consent can be provided and how it can be withdrawn.

SCOPE:

This policy applies to the general collection, use and disclosure of photographs, video and recordings (“images”) of students.

IMPLEMENTATION:

This policy outlines the practices that Colac 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circumstances in which Colac Secondary College will seek parent/carer consent and how consent can be provided and/or withdrawn.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 and are available to other students, parents/carers and the wider school community.

Colac Secondary College will ensure that parents/carers are notified upon enrolment 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 via social media.

Colac Secondary College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards. If at any time a parent/carer or student has a concern about the use of any images they should contact the School Principal.

CONSENT OPT OUT:

Colac Secondary College understand that parents/carers have the right to withhold permission for the school to use school photographs, video or recordings of their children.

In addition to the processes outlined below, parents/carers can ‘opt out’ at any time to withdraw their consent for any future collection, use or disclosure of images of their child. This can be done via completing the Colac Secondary College Photography, Filming and Recording ‘Opt Out’ Form.

- 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 such as musical productions, speech / award 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).

Official school photographs

Each year Colac Secondary College will arrange for a professional photographer to take official school photographs of students. This will involve individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards
- stored on CASES21 and Compass for educational and administrative purposes

Colac 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 Colac Secondary College before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent/carer to purchase any photographs taken.

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

From time to time Colac 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, Office 365 apps, classroom blogs or other apps that can only be accessed by students, parents or school staff with passwords e.g. Compass)
- for display in school classrooms, on noticeboards etc
- in the school's newsletter, on social media, on the school's website etc

Images to be used or disclosed outside the school community

From time to time 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 in the school newsletter
- on the school's social media accounts
- in the school magazine

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 Colac 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 parent/carer consent

Students will only be photographed, filmed or recorded by the media at school if 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.

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, Colac 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 parent/carer consent

School performances, sporting events and other school approved activities

Colac Secondary College endeavours to respect the privacy of all members of our school community and we ask that 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 any photos, video or recordings “images” of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

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.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Photographing and Filming Students](#)

REVIEW CYCLE AND EVALUATION

This Policy was last updated and ratified at school council in August 2019.