

MOUNT RIDLEY P12 COLLEGE

PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY



Help for non-English speakers

If you require assistance with understanding this policy, please do not hesitate to contact the College and someone will organise a multicultural aide or the relevant person to assist you.

PURPOSE

To explain to parents/carers:

- how Mount Ridley College collects, uses and discloses 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- how consent can be provided and withdrawn.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.

The policy does not cover the:

- use of Closed-Circuit Television (CCTV). The use of CCTV is covered in the department's CCTV in Schools Policy
- use and disclosure of photographs, video and recordings of adults.

POLICY

This policy outlines the practices that Mount Ridley P-12 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circumstances in which Mount Ridley P-12 College will seek parent/carer consent and how consent can be provided and/or withdrawn.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 College for school purposes (i.e. ID photos, Compass), whilst disclosure is used for images which are shared and distributed outside of the College staff and are available to other students, parents/carers and the wider College community.

Mount Ridley P-12 College will ensure that parents/carers are notified upon enrolment and at the commencement of each school year of the ways in which our College may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in College 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 College community in newsletters and on classroom apps.

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

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Consent

The Photographing, Filming and Recording Students Consent Form is provided by Mount Ridley P-12 College at enrolment. This form applies to standard uses of images for the time your child attends the College. 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. The College will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

If at any time parents/carers wish to withdraw their consent, they can do so by contacting the Main Administration Office on 8338 3600, and via email at mount.ridley.p12@education.vic.gov.au. If consent is withdrawn verbally, the College 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 College 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

Mount Ridley P-12 College may photograph, film or record students to use within the physical school environment, including:

- for display in school classrooms (e.g. in displays of student work, on noticeboards and internal electronic displays to celebrate achievements)

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 College.

Image use within the school community

Mount Ridley P-12 College may photograph, film or record students to use within the College community, including:

- in the College's online communication, learning and teaching tools (e.g., emails, classroom blogs or apps (including MS TEAMS) that can only be accessed by students, parents/carers and College staff with passwords.)
- in the College magazine / yearbook

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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 College's website (including in the College newsletter which is publicly available on the website)
- on the College's social media accounts

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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 College event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When Mount Ridley P-12 College receives such requests, our College will:

- provide parents/carers with information about the organisation involved and when and 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 the College if express consent is provided for that specific media event. Neither the College nor the department own or control any photographs, video or recordings of students taken by the media.

Research

On occasion, the College may agree to research projects being conducted at the College. 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. Our College's CCTV system is managed 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, Mount Ridley P-12 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/carers consent in writing.

Official school photographs

Each year Mount Ridley P-12 College will arrange for a professional photographer to take official school photographs of students. This will generally involve individual photos, class photos created from individual digital images and other relevant group photographs such as the Year 12 group photo, sport teams, specialised programs etc.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards and student identity verification letters
- stored on CASES21 for educational and administrative purposes.

Mount Ridley P-12 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 photographs.

Parents/carers who choose to opt out of having their child participate in official school photographs must contact the College by the official College email (mount.ridley.p12@education.vic.gov.au) 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 College will need to discuss with these parents/carers alternative arrangements for identifying students in emergencies and for other essential purposes.

Images to manage student behaviour or fulfil our school's legal obligations, including child safety

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

Mount Ridley P-12 College does not require or obtain consent from parents/carers or students to photograph, film or record students, or to use these images, for these reasons. However, when Mount Ridley P-12 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 necessary, reasonable and appropriate in the circumstances.

Child Safe Standards

Mount Ridley P-12 College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our College'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 Deputy Principal for Student Engagement and Wellbeing in writing.

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. Mount Ridley P-12 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. Mount Ridley P-12 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 Mount Ridley P-12 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 College systems and removed from the devices as soon as reasonably possible.

Images taken by the school community

Mount Ridley P-12 College endeavours to respect the privacy of all members of our College community and requests that parents/carers, students and invited guests do not photograph, film or record College performances, sporting events and other College-approved activities.

Neither the College nor the department own or control any images of students taken by parents/carers, students or their invited guests at College activities.

COMMUNICATION

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

- Available publicly on our College's website

- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings, as required
- Hard copy available from the College's administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)
- Consent form – Photographing, filming and recording – students
- Consent form – Specific event and media - students

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2024
Approved by	Principal
Next scheduled review date	2027