

SOUTH YARRA PRIMARY SCHOOL PHOTOGRAPHY AND FILMING POLICY



Rationale

The purpose of this policy is to ensure the collection and use of student photographs and/or film at South Yarra Primary School

- 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 DET policy and guidelines

Purpose

The aim of this policy is to:

- advise parents/guardians when photographs and/or film are to be 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
- control and manage how and when others collect and publish photographs and/or film of students
- obtain parents'/guardians' permission before student photographs and/or film are published
- provide guidelines for parents regarding photographing or filming their children participating in South Yarra Primary School events or performances.

Guidelines

South Yarra Primary School's photographing and filming will operate in accordance with the *Information Privacy Act 2000* (Vic) and *Copyright Act 1968* as set out by the Department of Education and Training's (DET) guidelines. This policy will be placed on South Yarra Primary School's website and parents will be reminded annually of the policy's existence.

South Yarra Primary School procedures for recording and publishing student photographs, video, audio and work samples include:

- **General Consent** - South Yarra Primary School will distribute a Parental Consent Form (Parent Consent for Recording & Publishing) at the time of enrolment. This form clearly states that should a parent wish to change their consent, they can do so by advising the Principal in writing.
- South Yarra Primary School **will not** photograph, video or audio record students where permission has not been granted except for the purposes of student management, assessment, professional development and South Yarra Primary School photograph.
- **School Photographs** - South Yarra Primary School arranges for individual and classroom photographs to be taken each year. Photography companies will be expected to sign a Confidentiality Deed prior to photographing the students. Parents will be advised, in writing, at least one week prior to school photographs being taken. Parents will be given the option to 'opt out' of participating in school photographs, by writing to the Principal. South Yarra Primary School will store the photographs on the South Yarra Primary School's CASES21 database. CASES21 is used for educational and administrative purposes and access is restricted to South Yarra Primary School employees and DET technical support staff. Photographs are also stored on Compass, South Yarra Primary School's student management system.

Access to photographs on Compass is restricted to South Yarra Primary School employees and DET technical support staff.

- **Specific Consent** - permission slips will be issued for activities which are not covered by the General Consent Form and/or, involve circumstances which are unique and different, and/or, disclosure to third parties.
- **Media** – from time to time South Yarra Primary School will, with the Principal's prior approval, permit the Media to take photographs and film of the students. South Yarra Primary School will only allow the Media to photograph and film students who have given permission.
- **South Yarra Primary School Performances & Sporting Events** - South Yarra Primary School permits parents/carers and students to record South Yarra Primary School performances, South Yarra Primary School activities and other South Yarra Primary School approved events. Photographs, video and audio recordings are for parents' own use and not for publication as some parents may not have consented, see *the Information Privacy Act 2000 (Vic) and Copyright Act 1968* .

References

SYPS Child Safe Code of Conduct 2016

SYPS Child Safe Policy 2016

Evaluation

This policy will be reviewed as part of the South Yarra Primary School's annual review cycle.

THIS POLICY WAS LAST RATIFIED BY SCHOOL COUNCIL IN OCTOBER, 2016.