



Camperdown College

Photographing, Filming and Recording Students Policy

PURPOSE

To explain to parents/carers how Camperdown College will collect, use and disclose photographs, video and recordings of students to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic), and how parent/carer consent can be provided and withdrawn.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).

IMPLEMENTATION

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, incursion and excursions, concerts and assemblies. We do this for many reasons including to celebrate, showcase and communicate.

Camperdown College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's 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 Principal or Assistant Principal.

In addition to the processes outlined below, parents/carers can contact the Office Manager or Assistant Principal 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- if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.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 or community through live streaming or links provided on the school's Facebook page 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, Camperdown College will arrange for a professional photographer to take official school photographs of students. This will 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 and Compass for educational and administrative purposes.

Camperdown 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 College Offices 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.

Within the school community

From time to time Camperdown College may photograph, film or record students to use within the school community, including:

- in the school's communication and information platform Compass, that can only be accessed by students, parents or school staff with passwords
- for display in school classrooms or on noticeboards around the school

An Annual Consent Form and Collection Notice covers these types of uses and will be distributed to parents/carers at the beginning of each school year.

Beyond the school community

Photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- in the school's newsletter which is available on the school's website
- on the school's website
- in school handbooks and other promotional material
- on the school's digital sign
- on the school's Facebook pages
- in the school magazine
- articles in the local media (for example WD News publications, Warrnambool Standard, Colac Herald)

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers at the beginning of each school year. Parents and carers can elect to opt out via the associated form available at the College offices.

Media – state, national, international

From time to time, the wider media, or the Department of Education and Training's media team, may contact the school to seek to photograph, film or record students for a particular news story. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When our school receives such requests, Camperdown 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 for special purposes at school at the media's request 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.

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, Camperdown 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.

School performances, sporting events and other school approved activities

Camperdown College permits parents/carers and invited visitors (and students when explicitly authorised) to photograph, film or record school performances, sporting events and other school-approved activities.

Camperdown College requests that parents/carers, invited visitors and authorised students 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.

*Parent volunteers using personal devices to take photos at events for the school's use should delete the photos from their personal devices once they have been promptly passed onto the school.

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 necessary to:

- fulfil legal obligations, including to:
 - duty of care
 - occupational health and safety law
- for identification purposes, when necessary to implement behaviour support plans.

Camperdown College is not required obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Camperdown 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 are encouraged to use school devices however may also use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are required to upload the images to the school database and delete the images from their device within a fortnight of the images being captured.

COMMUNICATION

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

- Available publicly on the Camperdown College website
- Reminders in newsletter
- Included in enrolment packs
- Through annual staff induction processes

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#); see the [Resources tab](#) for a template specific event and media consent form.

This policy was last ratified by School Council in **November 2023 and will be reviewed every **3** years as part of the school's review cycle.**