

## **Park Ridge Primary School**

### **Photographing, Filming and Recording Students**

**June, 2025**

#### **Purpose**

To explain to parents/carers:

- how Park Ridge Primary School 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- how consent can be provided and withdrawn.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 of Education's CCTV in Schools Policy](#).
- use and disclosure of photographs, video and recordings of adults.

#### **Policy**

There are many occasions during the school year where Park Ridge Primary School 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 learning programs, document a student's learning journey or involvement in camps/excursions/sports events and communicate with our parents/carers and school community in newsletters. There may also be occasions where we take images to support student behaviour management or to fulfil legal obligations. Further detail is provided within this policy.

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

This policy outlines the practices that Park Ridge Primary School 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 It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

#### **Consent**

The *Photographing, Filming and Recording Students Consent Form* is provided by Park Ridge Primary School at enrolment. This form applies to standard uses of images for the time your child attends the school. 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. Schools 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 by contacting the school's office. If consent is withdrawn verbally, the school 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 school 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

Park Ridge Primary School 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 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 school.

#### Image use within the school community

Park Ridge Primary School may photograph, film or record students to use within the school community, including:

- in the school's online communication, learning and teaching tools
- in the school's newsletter.

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 school.

#### 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 school's website (including in the school newsletter which is publicly available on the website)
- on the school's social media accounts
- in the school's regular feature article in the Rowville-Lysterfield Community News newspaper.

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 school.

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

When Park Ridge Primary School receives such requests, our school 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 school 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.

### Research

On occasion, the school may agree to research projects being conducted at the school. 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 school's CCTV system is managed in accordance with the department's [CCTV Installation and Management Policy](#). Further information about how CCTV is managed and operated is available in our CCTV Privacy Notice.

### 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, Park Ridge Primary School 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.

### Official School Photographs

Each year Park Ridge Primary School will arrange for a professional photographer to take official school photographs of students. This will generally 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 for educational and administrative purposes.

Park Ridge Primary School 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 school office in person or in writing via an email, sent to the school's email address [park.ridge.ps@education.vic.gov.au](mailto:park.ridge.ps@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.

### Child Safe Standards

Park Ridge Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school'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 school's office.

### **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. Park Ridge Primary School 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. Park Ridge Primary School 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 Park Ridge Primary School 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 school systems and removed from the devices as soon as reasonably possible.

### **Images taken by the school community**

Park Ridge Primary School permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Park Ridge Primary School requests that parents/carers, students and invited guests 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.

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.

### **Communication**

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

- On enrolment
- Annually in our school newsletter
- Publicly on our school's website

### **Further Information and Resources**

- The Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

### **Review and Evaluation**

This policy was last approved by school council in June, 2025 and is scheduled for review in June 2027 as part of the school's policy review process.

<b>Policy:</b>	Photographing, Filming and Recording Students		
<b>Date Approved:</b>	June, 2025	<b>Person Responsible:</b>	Education Committee / Principal
<b>Date for Review:</b>	June, 2027	<b>Date Updated on Policy Index:</b>	August, 2025

## Photographing, Filming and Recording Students Annual Consent Form and Collection Notice

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. 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 and communicate with our parents and school community in newsletters.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events, eg 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 (eg to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 03 9752 8555 or in writing to

[park.ridge.ps@edumail.vic.gov.au](mailto:park.ridge.ps@edumail.vic.gov.au).

### A. Use or disclosure within the school community

**Unless you tell us otherwise below,** images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the school's communication, learning and teaching tools for example, emails, classroom Google Sites that can only be accessed by students, parents or school staff with passwords, eg Compass, Class Dojo
- for display in school classrooms, on noticeboards
- to support student's health and wellbeing, eg photographs of pencil grip to assist in OT assessments.

### B. Use or disclosure in publications/locations that are publicly accessible

**Unless you tell us otherwise below,** 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 which is publicly available on the website
- in the school's regular feature article in the Lysterfield News newspaper.

Your child may be identified by first name only in these images (or not named at all).

**We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.**

### Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**the Department**).

The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information see **[Schools' Privacy Policy](#)**

(<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

### Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

## Opt Out

Park Ridge Primary School understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see *our Photographing, Filming and Recording Students Policy*).

**If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do not need to take any further action.**

However, if you have decided that you **do not** want images of your child to be collected or used by our school, **please complete the form below** and return it to the school office.

I have read this form and I **do not consent** to Park Ridge Primary School using photos, video or recordings of my child (named below) to appear in the following ways:

- ☐ **Use within the school community** (eg in the school's communication, learning and teaching tools, on display around the school)
- ☐ **Use in publications/locations that are publicly accessible** (eg on the school's website, in the school's newsletter, in promotional material for the school)

*Note that you may choose to opt out of both or only one type of use.*

*Further information is available in the Park Ridge Primary School Photographing, Filming and Recording Students Policy*

<b>Name of Student</b>	
<b>Name of parent/carers</b>	
<b>Signature</b>	
<b>Date</b>	____ / ____ / ____