



Photographing, Filming and Recording students at Cranbourne Park Primary School

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, document a student's learning journey (camps, excursions, sports events etc) and to communicate with our parents and school community. Photos are shared throughout the school, in newsletters, on our website and posted in the school's Facebook group.

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.

On enrolment, families must return this form stating the student's photo permission. The selected permission will remain for the duration of the student's enrolment and can only be changed in writing.

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 5996 1142.

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 blogs or apps that can only be accessed by students, parents/carers or school staff with passwords eg: Sentral, Seesaw etc)
- for display in school classrooms, on noticeboards, around the school etc
- to support student's health and wellbeing (eg: photographs of pencil grip to assist in OT assessments)
- to support student learning in the classroom

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)
- on the school's social media accounts (eg: Our Facebook group)

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) (<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

Cranbourne Park 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*).

This form must be returned stating the student's photo permission. The selected permission will remain for the duration of the student's enrolment and can only be changed in writing.

Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.



PHOTO PERMISSION

I have read this form and I give permission for photos, videos and recordings to be used:

Within the school community (eg: displayed in the classroom and around the school)

Please circle: **Yes** **No**

In publications and locations that are publicly accessible (eg: Newsletter, Website, Facebook etc.)

Please circle: **Yes** **No**

I understand that unless a new form is completed the permission will remain for the duration of the student's enrolment.

Name of student: _____

Name of parent/carer: _____

Signature: _____ Date: _____

Note:

- *We are unable to follow specific requests (eg: permission for newsletter but not website or permission for website but not Facebook etc.).*
- *It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.*
- *Further information is available in the Photographing, Filming and Recording Students Policy located on the school website.*