

# PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY

## and Annual Consent Form and Collection Notice



### Help for non-English speakers

If you need help to understand the information in this policy, please contact reception at Box Hill High School.

### PURPOSE

To explain to parents/carers how Box Hill High School will collect, use and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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). The use of CCTV is covered in our school's CCTV policy.

### POLICY

This policy outlines the practices that Box Hill High 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the circumstances in which Box Hill High School will seek parent/carer consent and how consent can be provided and/or withdrawn.

As a rule, use relates to images which are shared and distributed only within the school for school purposes (i.e., ID photos, Compass), whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.

Box Hill High School will ensure that parents/carers are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. 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, 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 school community in newsletters and on classroom blogs/apps/StudentShare etc.

Box Hill High School will use student images reasonably, appropriately, and sensitively, consistent with our obligations under the Child Safe Standards and our Child Safety Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact our general office at [box.hill.hs@education.vic.gov.au](mailto:box.hill.hs@education.vic.gov.au) or by phone on 03 9877 1177.

In addition to the processes outlined below, parents/carers can contact our school 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 community through DVD sales etc], such as the school production, speech nights, sports events etc. 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 Box Hill High 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.

Box Hill High 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 our general office at [box.hill.hs@education.vic.gov.au](mailto:box.hill.hs@education.vic.gov.au) or by phone on 03 9877 1177, 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.

## Images for use & disclosure within the school community and ordinary school communications

From time-to-time Box Hill High School may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents or school staff with passwords e.g., Compass, StudentShare etc)
- for display in school classrooms, on noticeboards etc

An Annual Consent Form and Collection Notice will be distributed to parents/carers on enrolment and at the beginning of each school year.

## Images to be used or disclosed outside the School Community

### External use or disclosure by the school

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 annual Yearbook

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment and also at the beginning of each school year. 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 and Training'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 our school receives such requests Box Hill High School 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 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.

#### **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, Box Hill High 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.

#### **School performances, sporting events and other school approved activities**

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

Box Hill High 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.

#### **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:
  - 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)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Box Hill High School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Box Hill High School 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 may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to the school database and delete the images from their device within a week of the images being captured.

#### **FURTHER INFORMATION AND RESOURCES**

- School Policy and Advisory Guide: [Photographing and Filming Students](#)
- See attached Annual Consent Form and Collection Notice

#### **REVIEW CYCLE AND EVALUATION**

This policy was last updated in August 2019 and is scheduled for review in August 2023.

# Photographing, Filming and Recording students at Box Hill High School

## 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, communicate with our parents and school community in newsletters, etc.

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 (e.g., 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 (e.g. 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 [box.hill.hs@edumail.vic.gov.au](mailto:box.hill.hs@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 blogs or apps that can only be accessed by students, parents/carers or school staff with passwords e.g. Compass, StudentShare etc.)
- for display in school classrooms, on noticeboards, in library, etc.

### 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 (future)

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.**

### C. Use or disclosure in the school magazine 'Crossroads'

- Photographs of students that may be used in the annual School's Magazine publications.

*Your child may be identified by first and last name in these images (or not named at all)*



### 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

[School's Privacy Policy \(https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx\)](https://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

Box Hill High School (BHHS) 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 visit Compass Insights using your parent login. This is BHHS's preferred method.**

**Alternatively, complete the following form** and return it to the school's general office or via email at [box.hill.hs@education.vic.gov.au](mailto:box.hill.hs@education.vic.gov.au)

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.



## Photographing, Filming and Recording students at Box Hill High School

### Opt Out form

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

- ☐ **DO NOT Use within the school community** (e.g., in the school's communication, learning and teaching tools, on display around the school)
- ☐ **DO NOT Use in publications/locations that are publicly accessible** (e.g., on the school's website, in the school newsletter, on the school's social media accounts, in promotional material for the school)
- ☐ **DO NOT Use in the school's Magazine 'Crossroads'**

*Note:*

- *You may choose to opt out of all or only one type of use.*
- *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 Box Hill High School Photographing, Filming and Recording Students Policy*

|                             |                    |
|-----------------------------|--------------------|
| <b>Name of Student</b>      |                    |
| <b>Name of parent/carer</b> |                    |
| <b>Signature</b>            |                    |
| <b>Date</b>                 | ____ / ____ / ____ |